

NORTH CRAWFORD SCHOOL DISTRICT

47050 COUNTY ROAD X
SOLDIERS GROVE, WISCONSIN 54655

“Large School Opportunities, Small School Values”

DATE: Monday, August 17, 2020
TIME: 7:00 PM
PLACE: North Crawford Large Group Room
47050 County Road X
Soldiers Grove, WI 54655

1. **MEETING CALLED TO ORDER**

- A. Proof of Publication
- B. Roll Call

2. **DISTRICT SHOWCASE** - Administrative Team

3. **PUBLIC INPUT** *

4. **ADMINISTRATIVE REPORTS**

- A. Elementary Principal - 3
- B. MS/HS Principal - 4
- C. Student Services - *no report this month*
- D. Superintendent - *no report this month*

5. **ACTION ITEMS**

- A. **OLD BUSINESS**
- B. **NEW BUSINESS**

- 1. Approve 2020-21 District Handbooks
 - a. 2020-21 Professional Staff Handbook 6
 - b. 2020-21 Support Staff Handbook 51
 - c. 2020-21 Elementary Handbook 92
 - d. 2020-21 Middle/High School Handbook 120
 - e. 2020-21 Co-Curricular Handbook 163
 - f. 2020-21 Transportation Handbook 185
- 2. 2019-20 Seclusion and Restraint Report 206
- 3. Consider Fall, 2020 Athletic Seasons 207

C. **CONSENT AGENDA**

- 1. **Approval of Minutes of Previous Meeting(s)** 223
- 2. **Presentation of Vouchers** 227
- 3. **Treasurer's Report** 231

6. **COMMUNICATION/CORRESPONDENTS REPORT**

7. **NEXT MEETING DATE** - *Wednesday, Sept. 16th*

8. **ADJOURN**

NORTH CRAWFORD SCHOOL DISTRICT

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SOLDIERS GROVE, WISCONSIN 54655

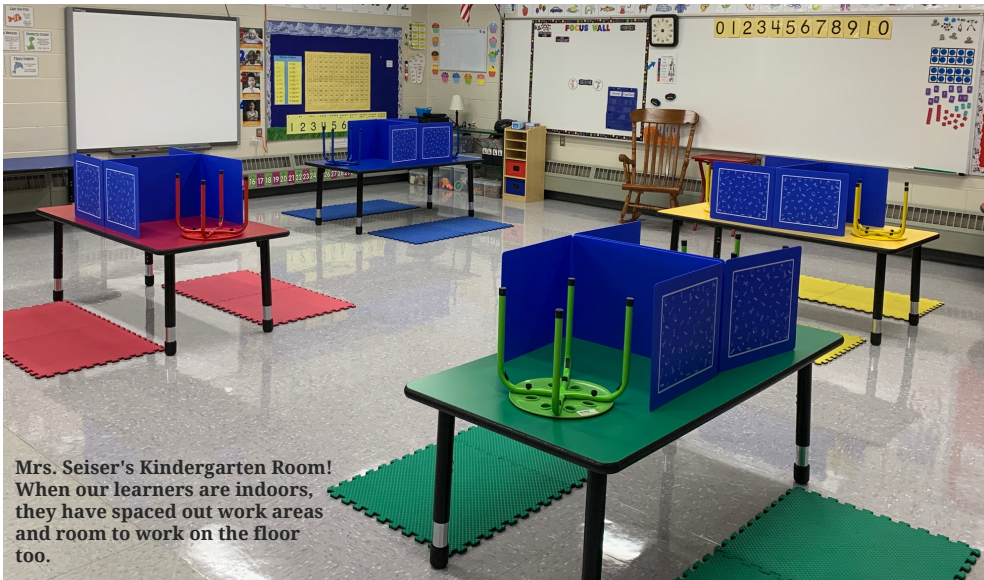
“Large School Opportunities, Small School Values”

** Comments during this period may address any topic related to District operations and programs. Board members and Administrators shall listen to speakers' views and concerns, and may make a brief comment in response, but shall not discuss in detail or act on any matter that was not specifically included in the public notice of the meeting.*

Once recognized by the Board President to speak, please state your name. Public comment period is usually limited up to thirty (30) minutes, unless the Board votes to extend the time period. Individual speakers are limited to speak up to three (3) minutes.

NC Elementary

Board Report 8/17/2020



We have been busy getting ready for next school year! Some highlights include:

- Members of our Literacy Curriculum Committee are looking at piloting parts of new literacy curriculum
 - Mrs. Beinborn and Mrs. Seland (both 5ths) are both utilizing Bookworms next year. It is a structured, high-volume, approach to building meaningful literacy.
 - 1st and 4th will be looking at parts of the CKLA curriculum. A comprehensive program for teaching skills in reading, writing, listening, and speaking, Core Knowledge Language Arts also builds students' knowledge and vocabulary in literature, history, geography, and science.
 - Mrs. Klema's 5K class will be looking components from a few of the curriculum we are considering.
- Mrs. Seiser our new PBIS Coach has been adopting our PBIS practices to match the changed components of our school year.
- Ms. Anderson is working hard on a plan to continue the enriching activities that BtB offers through a virtual environment.
- We look forward to welcoming back students and families at our Open House on August 25th. Families have the option to sign up for a scheduled slot to meet their teachers and drop off their supplies. There will also be a virtual model that allows families to watch a video welcome from their new teacher.



Welcome to our newest Trojan Staff! We have had a few shifts this year, as well as some new hires! Mrs. Haefer (5th) is moving to teach 1st grade. Mrs. Bearrows (Spec Ed) is moving to the Reading Specialist Position, and Mrs. Kruienga (4th) is moving to 2nd grade. Our new hires include Mr. Ellerbusch (Special Education), Mr. Seland (5th), and Ms. Schaub (4th). We are so excited to have them as part of our great team!

August 2020 Board Report

By Toby Tripalin



My August board report will focus on some of the things that we have been busy doing over the last month. I will give a brief report on the graduation ceremony, scheduling, virtual program, APEX updates and preparing for staff professional development week. I am very proud of the work we have done as a staff to get us ready for the upcoming school year.

Graduation was a wonderful event that landed fortunately on a very beautiful day. We had a few families that weren't able to attend, but the ones that did I hope enjoyed it. The outside setting in the front of the school was beautiful, the duet was amazing and to see the students walk up on stage and have a family member turn their tassel was very cool and something we might consider doing in the future.

We will be scheduling our full virtual students this week and get them set up in APEX so they can start school on September 1st. We have a large number of our students that have chosen the full virtual model and we are confident that we can deliver a challenging and robust program that will allow our students to grow academically in an accredited program. We are being creative with our staff and utilizing a few to run our virtual program and look forward to continuing even after we are no longer in the throes of a global pandemic.

Staff have been provided with some resources to start familiarizing themselves with APEX and we have a half day training happening on Thursday, August 20th. That training will consist of how to utilize APEX tutorials effectively, supplementing their current curriculum with APEX courses and tips and tricks that will help to ensure our students are not only getting grade level content but also troubleshooting any gaps and standards where they may not be particularly strong yet.

We have numerous trainings and activities that we have been preparing for our staff to come back into the building. This is a particularly unique school year so we have added some additional time into our Back to School Inservice in order to have enough time for staff to prepare themselves to have success in the 2020-2021 school year. I am excited to bring the students back and even though we have some additional challenges this year, we are focused on providing our students with a great educational experience.

NORTH CRAWFORD
SCHOOL DISTRICT



EMPLOYMENT HANDBOOK
for PROFESSIONAL STAFF MEMBERS

Approved: August, 2020

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including Full-Time and Permanent Part-time Class I Professional Staff in accordance with Policy 3120-Employment of Professional Staff. The provisions described herein are the terms and conditions governing employment in the North Crawford School District and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines ("AG"), as well as rules and regulations of the North Crawford School District ("District"). It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

GENERAL EMPLOYMENT POLICIES AND PRACTICES

The North Crawford School District believes that its employees are among its most important assets. This employee handbook will provide you with some of the information you will find helpful as an employee of the District. It is important that you be familiar with and understand the information contained in this handbook.

This handbook is provided for informational purposes only and is intended to provide a general overview. Where benefits and other specific matters are addressed in any written employment contract signed and approved by the Board or its authorized designee, they are governed by the contract to the extent it applies. Except where there is express language in a contract that conflicts with the language in this handbook, this employee handbook supersedes and replaces any and all previously stated policies and practices, oral or written representations, or statements of the District including, but not limited to, those contained in any handbooks or correspondence.

This handbook is intended to be used and read in conjunction with existing Board policies. While a number of Board policies are expressly included or referenced in this handbook, the fact that other policies are not expressly included or referenced should not be construed as meaning that those policies are inapplicable or not in force.

The District is an equal opportunity employer. No person shall be denied employment or promotion on the basis of race, religion, creed, age, sex, national origin, race, ancestry, sexual orientation, handicap, disability, military status or any other basis prohibited by law.

All employees are expected to conduct themselves in a professional manner at all times.

RIGHTS OF THE SCHOOL BOARD

The School Board possesses the sole right to operate the school system and all management rights reposing, subject only to the provisions of this handbook and applicable law. These rights include, but are not limited to the following:

- A. To direct all operations of the school system;
- B. To establish work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions with the school system;
- D. To suspend, demote, discharge and take other disciplinary action against employees;
- E. To maintain the efficiency of school system operations;
- F. To take whatever action is necessary to comply with State or Federal Law;
- G. To introduce new or improved methods or facilities;
- H. To change existing methods or facilities;
- I. To determine the kinds and amounts of services to be performed and the number and kind of classifications to perform such services as they relate to school operations;
- J. To contract out for goods and services;
- K. To determine the means, methods, and personnel by which School System operations are to be conducted;
- L. To take whatever action is necessary to carry out the functions of the school system in situations of emergency.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract, Board Policy, and consistent with Wisconsin Statute section 118.22.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook, may be subject to disciplinary action in accordance with Policy 3139 - Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Reference: Policy 3139 - Staff Discipline

STATEMENT OF PHILOSOPHY

The Board believes that it has a responsibility to provide a sound educational program for the children of the District within the needs and desires of the school community.

In pursuance of this goal, the Board shall offer each child an opportunity to reach his/her maximum development and to understand one's self and one's relationship with life's challenges and responsibilities. Good competent citizenship will be of primary importance: good in the sense of attitudes and behavior and competent in the sense of skills, knowledge and understanding.

The Board further believes that the finest type of education can be accomplished when students, parents, staff members, administrators and the Board work together in harmony and cooperation.

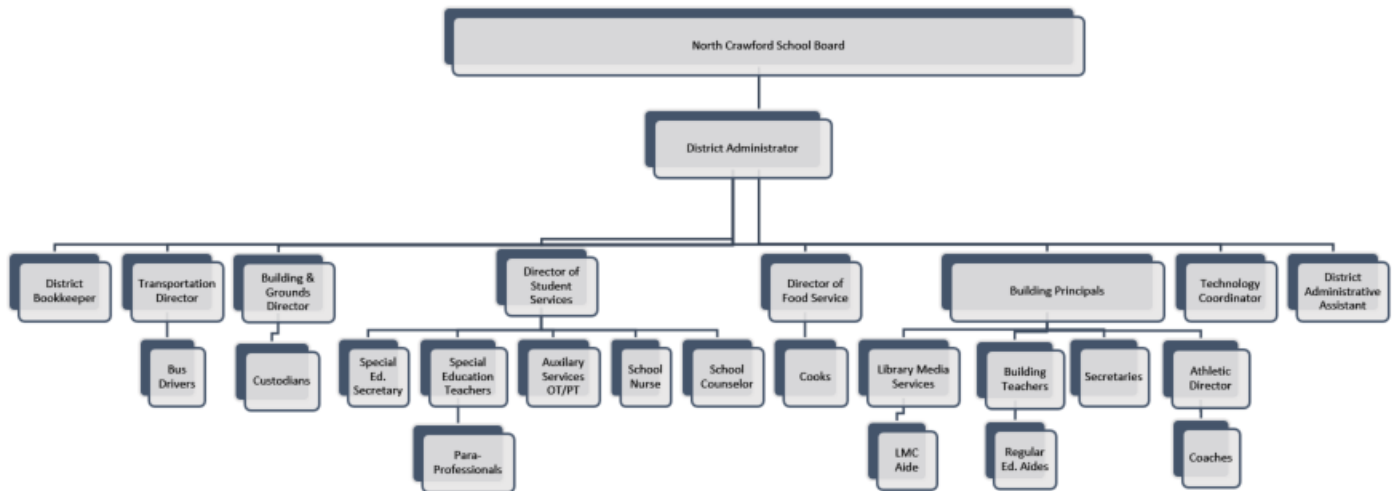
The Board desires the good will of parents and patrons of the District and feels this can be achieved by a genuine interest in children and a sincere devotion to this philosophy by everyone working in this educational system.

Finally, the Board believes cooperation can be best promoted by a democratic atmosphere where the administration, faculty, students, and community feel free to offer suggestions for an effectual educational program.

Reference: Policy 2110-Statement of Philosophy

CHAIN OF COMMAND - ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.



Reference: Policy 3112-Board-Staff Communications

II. EMPLOYMENT

DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students, inside and outside of the school building. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, and with any other policies, regulations, and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

EOUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as define d in 111.32, Wis. Stats.), national origin, ancestry, arrest record,

conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to:

Policy 3122 - Nondiscrimination and Equal Employment Opportunity

AG 3122-Nondiscrimination and Equal Employment Opportunity

AG 3122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

Policy 3362-Employee Anti-Harassment
Policy 3362.01-Threatening Behavior Towards Staff Members
AG 3362A-Reporting Threatening Behaviors

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to Policy 3120.01-Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the District office and request a duplicate copy.

References:

Policy 1400-Job Descriptions
Policy 3120.01-Job Descriptions

HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Reference: Policy 3120-Employment of Professional Staff

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Reference: Policy 3111-Creating a Position

CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

References:
Policy 1130-Conflict of Interest - Private Practice
Policy 3210-Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

Reference: Policy 3231-Outside Activities of Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment. Professional staff members should refer to the detailed procedure regarding communication set forth in

Reference: Policy 3112-Board-Staff Communication

TEAMWORK

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring, and enjoyable work atmosphere.
- C. Effectively communicating with all employees in the District.

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

Reference: AG 3231A - Participation in Political Activities

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee, the employee is responsible for using the device in a safe and appropriate manner.

USE OF DISTRICT PROPERTY FOR PRIVATE PURPOSES

Employees of the District shall not use District property or equipment for their private use or for any other use than that which serves the public interest. The District stresses that employees use common sense and honesty in ensuring that District property, facilities and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval, the after-hours use of District facilities for public meetings may be appropriate.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in Policy 3120 - Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 - Employment of Support Staff.

References:

Policy 3120-Employment of Professional Staff

Policy 4120-Employment of Support Staff

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with Policy 8320 - Personnel Records.

Reference: Policy 8320-Personnel Records

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 - Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

Reference: 8320-Personnel Records

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early Identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way.

References:

Policy 3220-Staff Evaluation and Educator Effectiveness

AG 3220A

PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

Reference: Policy 3242-Professional Growth Requirements

STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a Standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, administrators should refer to Policy 1213 - Student Supervision and Welfare, and other professional staff members should refer to Policy 3213 - Student Supervision and Welfare.

References:

Policy 1213-Student Supervision and Welfare

Policy 3213-Student Supervision and Welfare

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 3130 - Assignment and Transfer of Professional Staff. In the event of a resignation, retirement or other vacancy, the District may require employees to transfer. Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

References:

Policy 3130-Assignment and Transfer

AG 3130-Assignment and Transfer of Professional Staff

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in Policy 3139 - Staff Discipline

Reference: Policy 3139-Staff Discipline

REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with Policy 3131 - Reduction in Staff.

Reference: Policy 3131-Reduction in Staff

TERMINATION AND RESIGNATION

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with Policy 3340 - Grievance Procedure.

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

References:

Policy 3139-Staff Discipline

Policy 3140-Termination, Non-Renewal and Resignation

Policy 3340-Grievance Procedure

MISCONDUCT

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law.

Any employee who has engaged in specified misconduct shall be reported to the State Superintendent of Public Instruction. The District Administrator shall make such reports in accordance with state law and established procedures.

A licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. has been charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child;
2. has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. has been dismissed by the district, or his/her contract has been non-renewed, based in whole or in part on evidence that the employee engaged in immoral conduct. For purposes of state law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student; or
4. has resigned and the District Administrator has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct. If the employee has been requested to resign by the District Administrator, and immoral conduct is suspected, the District Administrator will inform the employee that he/she has a duty to report the resignation to the State Superintendent.

Any non-licensed school district employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports will be made within 15 days after the District Administrator becomes aware of the charge, conviction, dismissal, nonrenewal or resignation. The employee who is the subject of a report will be given a copy of the report.

References:

Policy 3139-Staff Discipline

Policy 3140-Termination, Non-Renewal and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in AG 6510B - Payroll Authorization.

References:

Policy 6510-Payroll Authorization

AG 6510B-Payroll Authorization

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost

of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Reference: Policy 3425-Benefits

LEAVES OF ABSENCE (Extended Leave & Unpaid)

References:

Policy 3430-Leaves of Absence

Policy 3430.01-Family and Medical Leave of Absence (FMLA)

Policy 3431-Employee Leaves

SABBATICAL LEAVE

Class I employees under yearly contract may be considered for a one-year leave of absence without pay, subject to approval of the School Board, per the following rules:

- A. Certified professional staff personnel must have served at least three consecutive years in the North Crawford School System in order to establish service eligibility for sabbatical leave.
- B. There shall be no pay for this period by the School Board.
- C. Sick leave accrued at the time of the leave shall be credited upon the resumption of duties. There shall be no loss of continuous experience as a result of the sabbatical.

Reference: Policy 3430-Leave of Absence

UNPAID LEAVE OF ABSENCE

The board recognizes that there may be unique situations in which it becomes necessary for an employee to request a leave of absence without pay. However, it must be understood that all employees are expected to serve in their school district assignment for the entire school calendar period and that requests for such leaves are not encouraged.

Generally, unpaid leaves of absence exceeding thirty (30) days will only be granted as a reasonable accommodation for a disability. The employer, at its discretion and expense and consistent with state and federal law, may require any employee to submit to a physical exam to determine the extent of an illness, or injury during a leave of absence for that purpose. An employee who exhausts his/her sick leave credits and Family and Medical Leave and is still unable to return to work, may request an unpaid leave of absence for a period of no more than one (1) year.

Participation in the employer's insurance and other benefit programs can be continued during unpaid leaves of absence provided the employee reimburses the District for any premiums and further provided continuation is permitted by the carrier. All salary or wage deductions for unpaid leave will be applied to the pay period in which they occur.

Unpaid Leave Guidelines:

1. Principals/Supervisors may approve up to three days of unpaid leave per school year. If more than three days are requested, the request will be forwarded to the District Administrator. The District Administrator may approve up to 10 days in a school year per individual.
2. Employees granted unpaid leave shall have an amount equal to salary for all days of absence deducted from their check. If the amount of unpaid days without FMLA exceeds 20 days in a school year, employees granted unpaid leave shall have an amount equal to salary, health insurance, and dental insurance for all days of absence deducted from their check.
3. The deduction for health and dental insurance will be prorated on 365 days.
4. Unpaid medical leave not qualifying for Family Medical Leave will be subject to the same guidelines outlined above.
5. Multiple leave requests of more than 10 days in a school year may be referred to the school board for consideration.
6. Except as otherwise required by law, before requesting unpaid leave, staff members must have exhausted all accrued leave available to them as it applies.
7. Unpaid leave requests beyond those allowed by Federal and State Guidelines for Family & Medical Leave (FMLA) may be denied if a protracted pattern of unpaid leave requests continues.
8. Requests for unpaid leave are to be made in writing using the process identified by the District. These requests must be reviewed and approved by the requestor's supervisor.

All leaves granted are approved on a case-by-case basis and do not establish specific precedence.

All salary or wage deductions for unpaid leave will be applied to the pay period in which they occur.

Reference: Policy 3430-Leaves of Absence

PAID TIME OFF (PTO) LEAVE

Administrators who are not employed under an individual employment contract and professional staff members may use paid time off (PTO) leave and must follow the protocol established in School Board Policy.

Reference: Policy _____

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide Family and Medical Leave for professional staff members. The provisions of both the Federal and State

Family and Medical Leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for Family and Medical Leave refer to Policy 3430.01 -Family and Medical Leave of Absence (FMLA).

Leaves provided by the District which are taken for the same reasons as leaves covered by the FMLA are not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under both the federal and state laws, the leave used counts against the employee's entitlement under both state and federal FMLAs concurrently. Leave covered by the FMLA will be deducted from the annual entitlement under the FMLA.

If an employee is eligible for leave under the Federal Family and Medical Leave Act, the District will require the employee to substitute any earned or accrued vacation or personal days to which the employee is entitled, for child rearing or family illness leave provided under the Federal Law and thus convert the unpaid leave into paid leave. Also, the District will require employees to substitute any sick leave to which the employee is entitled, for personal illness leave provided under Federal Law, and thus convert the unpaid leave into paid leave. When paid leave is substituted for unpaid leave under Federal Law, the substitute leave will be counted as leave taken under the Federal Law.

Reference: Policy 3430.01-Family and Medical Leave of Absence (FMLA)

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

In accordance with Wisconsin State Statute, The Bone Marrow and Organ Donation Leave Act requires that **all employers with 50 or more permanent employees** must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employer may have leave policies that are more generous than leaves required by law.

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and Policy 3419- Health Insurance Benefit.

Reference: 3419-Health Insurance Benefit

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans.

UNIFORMED SERVICES LEAVE OF ABSENCE

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this handbook.

OTHER LEAVE

All employees shall receive leave according to the stipulations below:

- A. No deduction of salary shall be made for absences for accidents occurring in line of duty not to exceed ten days in any one school year. Such amount shall not be deducted from the twelve day personal time off allowance from which all other absences are deducted in computing accumulations.
- B. No salary deduction will be made when teachers attend professional meetings falling on school days, provided advance approval is obtained from the teacher's direct supervisor.
- C. All other absences will result in loss of pay based upon the daily rate involved of the individual contract, whether or not a substitute is hired.
- D. The Board will not grant leave with pay in addition to legal weekly compensation payments in accident compensation cases approved by the Department of Workforce Development.
- E. The availability of long term disability insurance coverage neither creates additional leave nor extends the term of any leave.

JURY DUTY

All employees summoned for jury duty shall be paid the difference between their regular salary and jury duty payment.

Reference: Policy 3431-Employee Leaves

ABSENCE WITHOUT LEAVE

No employee may excuse himself/herself from duty without permission of his or her supervisor. Absence without leave shall be reason for discharge. Any employee absent for three

consecutive working days without notice shall be considered to have resigned from District service.

TRAINING AND EDUCATION POLICY

Class I employee graduate credits for lane advancement must benefit the District and must be directly applicable to the employee's current job classification. Coursera "Graduate" credits may be used toward continuing education but not necessarily for salary advancement based on the application to an employee's job classification and specialization/specified major. For any course work outside the approved university program requirements established by your university program advisor, employees should confirm in advance with the District Office and their principal credit approval by the school district. See Professional Compensation/Salary Schedule, Authorizations Requirements-Lane Advancement and Educational Lane Adjustments.

PROFESSIONAL COMPENSATION/SALARY SCHEDULE

The basic salaries (total base wages) of teaching employees covered by this handbook will be negotiated in accordance with state law. The salary schedule and the differentiated pay schedule for co-curricular positions is attached hereto in the Appendix.

- A. Part-time employees will receive the salary in a percentage equal to the amount of their employment.
- B. The salary schedule is based upon the regular school calendar set forth in this handbook.
- C. The employee's pro-rata daily rate and pro-rata hourly rate shall be determined in the following manner:
 - 1. The employee's scheduled annual salary divided by the number of contracted days equals the pro-rata daily rate.
 - 2. The pro-rata daily rate divided by eight (8) hours per day equals the pro-rata hourly rate.

INITIAL SALARY SCHEDULE PLACEMENT

The Board, in its sole discretion, through the Superintendent, shall determine the starting salary of newly hired teachers based upon the needs of the District. The School Board reserves the right to hold a teacher on the same step if that teacher has not done an acceptable job, as determined by the evaluation reports or has not met the requirements contained in this handbook and board policies.

TEACHERS AS SUBSTITUTES

Any teacher who is requested to substitute for an absent teacher shall receive \$15.00 per clock hour for each extra class or study hall period, assuming it creates an overload situation.

OVERLOAD PAY

An additional \$2,100.00 per year shall be paid any junior/senior high teacher for an extra teaching assignment above a normal load of either three block classes or its equivalent in a block or modified block schedule or six classes in an eight period day, plus one study hall /assigned duties. Teachers who teach more than four lab courses will be paid an overload. Examples of lab courses may include, but are not limited to, Science, FACS, Tech Ed. This overload compensation does not apply to teachers in instrumental music, or special education or the athletic director. These conditions apply unless mutually agreed in writing between teacher and administration. Such yearly compensation shall also be given to elementary teachers with 30 or more students per classroom during the core classes for the majority of the day. Determination of excess load for elementary teachers will be made on a monthly basis; with a minimum of 15 teaching days constituting a month. Any elementary teacher assigned a combination (consisting of 2 or more grade levels) classroom for at least one semester or more will receive an extra \$1,000 in pay per year. Full-time elementary teachers shall have 225 minutes preparation time per standard work week during the student day excluding recess. Preparation time is time free from responsibility of students.

Full time equivalency will be calculated as follows:

6 classes/1 prep/ 1 supervisory = full time

5 classes /1 prep/ 1 supervisory = 7/8 time

5 classes/1 prep/ no supervisory = $\frac{3}{4}$ time

4 classes/1 prep/ no supervisory = $\frac{5}{8}$ time

3 classes/1 prep/ no supervisory / $\frac{1}{2}$ time

TEACHER COMPENSATION MODEL

All teachers will be placed within the North Crawford Teacher Compensation Model at the appropriate Tier as determined by administration. Additional information concerning teacher compensation can be found in the North Crawford Alternative Compensation Handbook.

SUMMER EMPLOYMENT FOR SUMMER SCHOOL CLASSES:

Additional pay shall be added to the base salary for employment beyond the regular school term at the rate of 80 percent of the regular school year daily rate.

SUMMER EMPLOYMENT FOR CURRICULUM WORK:

When the District assigns an employee to work on a curriculum project that is outside of the terms of the individual employee's contract, the teacher shall be paid at the rate of \$20.00 per hour. The length of time and maximum number of hours for completion of the project shall be determined by the employee's immediate supervisor, in his/her sole discretion. The compensation above will be paid when the project has been completed and approved by the applicable administrator.

DRIVER'S EDUCATION:

Driver Ed. Classroom instruction hourly wage will be determined by the District Administrator annually.

EXTRA-DUTY COMPENSATION:

Selling or taking tickets, yard markers and down keepers, chains, pickers, announcers, line judge, door people, track timers and field judges will be paid at a rate of \$25.00 per event. Scorekeepers and clock keepers will be reimbursed at \$30.00 per event. Meet Managers will be paid at a rate of \$35.00 per event. (An event will include all levels of competition on a given date, i.e. seventh grade, eighth grade, ninth grade, junior varsity and varsity.) Bus chaperones, working outside normal contracted hours, will be paid \$18 per trip to the schools of Seneca, Wauzeka, Kickapoo, De Soto and La Farge. For all other conference schools, the rate will be \$22. Other duties, rates per event, or per job will be set by the School Board with the consent of the teacher. The Principal will assign chaperoning duties.

Teachers will be required to sign up to work 3 athletic events during the school year. These events will be paid as designated, and will still count towards the 10 accumulated events. If a person works a "double event", that will count as two of the three events. Staff members who coach are able to eliminate one required event per season they coach. A sign-up sheet of all events will be made available to all staff through a shared Google Sheet. A staff member has the option of signing up for three events, and finding another staff member to work those events. The teacher is responsible for finding their replacement if they are not able to work an event that they signed up for.

Teachers who work 10 athletic events at no pay may earn 1 paid time off day (the PTO day earned will be in proportion to the FTE of the teacher (i.e. 30% FTE would receive 30% personal day)). (For events, (i.e. all day tournaments) that are scheduled to be 6 or more hours in length, we pay and count as a double.) Only 1 day may be accumulated per year. Unpaid events may not be carried over into the following school year. The district office must be notified if compensation is desired in lieu of a PTO day for unpaid events (less than 10) by May 20. Failure to do so will result in loss of reimbursement.

PAY PERIODS

Eligible Class I personnel, employed on a school year basis may voluntarily request payment over a twelve (12) month period for service performed during the school year.

Any employee leaving the school district may request that his/her final payment of salary for the contractual year be paid by the 20th of June following the end of that school term. See Policy 6510 for additional information.

DIRECT DEPOSIT PAYMENT METHOD

All employees will participate in a direct payroll deposit plan. Direct deposit statements will be available electronically to the employees. Each non-exempt employee shall receive information indicating the number of hours for which the overtime rate of pay is received.

IN-SERVICE REQUIREMENTS

All teachers are required to attend each in-service meeting unless specifically excused in advance of such meeting by the building principal. All teachers are requested to participate in programs that bring about improved education at the local level. Teachers will be consulted as to preference for in-service education topics.

V. WORKING CONDITIONS AND HOURS OF WORK

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in Policy 3216-Staff Dress and Grooming.

Reference: Policy 3216-Staff Dress and Grooming

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

Teachers should notify the Principal or Administrative Assistant as soon as they feel they cannot be at work so that a substitute can be contacted (by 6:00 a.m. on the day of absence). Non-emergency absences must receive prior authorization from the building principal.

Professional Staff will record their absence electronically, as well as notifying the Administrative Assistant if a substitute is needed during the absence.

Substitute teachers will be contacted and hired by the Principal or Administrative Assistant. Please keep your sub folder up-to-date and in easy access. This folder shall contain the following information for substitute teachers:

- Seating charts by period for classes and study halls;
- A copy of the high school schedule;
- Any special information you may wish to communicate to the sub regarding your classes. (You should be prepared to have a sub come into your classes at any time.)
- A copy of the teacher handbook and student handbook;

Organize class books, lesson plans, tests, and other vital information and indicate where these items can be located.

PLANNING/CONFERENCE PERIOD

Jr./Sr. High teachers will receive one prep period or 225 minutes per week (average) for an elementary teacher to perform his or her duties.

PERFORMANCE EVALUATION

The Board of Education is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of establishing and implementing professional staff job descriptions and a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principals in the District.

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

References:

Policy 7530-Lending of District-Owned Equipment

AG 7530-Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 - Emergency Preparedness.

Reference: Policy 8420-Emergency Preparedness

EMERGENCY CLOSING POLICY - AG

Although the District will make every effort to remain open on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. The following procedures will set forth employer and employee obligations regarding reporting to work, use of leave and pay issues when circumstances impact the District's ability to be open.

Procedures:

1. The District Administrator shall have the authority to delay the start of school for two hours and/or close the school when in his/her judgment inclement weather or other conditions make transportation and safety of students and staff hazardous.
2. When determining whether or not to delay and/or close school due to hazardous weather, the District Administrator shall consult with the transportation supervisor. Upon reaching a decision to close schools, the District Administrator shall notify TV stations Channel 8 & 19, issue an alert on Skylert and radio stations WPRE (Prairie du Chien), WIZM/Z93 (LaCrosse), WVRQ (Viroqua) and WRCO (Richland Center.) Announcements will be made as early as possible.
3. Extra-curricular activities held outside will be canceled /postponed on school days when the temperature is above 95°, and/or the heat index is above 105°. School shall also be canceled or closed on such days only when the air conditioning is not functioning properly.
4. The District Administrator shall develop other necessary plans for the closing of schools and early dismissal to provide for orderly procedures. In the event school is closed, the District Administrator shall determine which, if any extra-curricular activities/events are canceled.
5. If the District is open, employees are expected to report to work on time as scheduled. Employees who are late or choose not to report to work will be expected to use vacation time as may be approved by their supervisor.
6. If District departments/offices are closed and employees are sent home or told not to report to work, the employees shall be compensated for their regularly scheduled hours or time provided that:
 - a. Hourly employees will be expected to make up any time lost at such times as are approved by their supervisors. In lieu of making up the time lost, and depending on any make-up schedule, hourly employees may elect to use compensatory time or vacation time for the time lost.
 - b. Salaried employees will be expected to make up any time lost at such times as are approved by their supervisors.
7. Depending on the nature of the emergency, the District Administrator may elect to close certain offices/departments while others remain open.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

EXPENSE ALLOWANCES-AG

Mileage or expenses for trips other than emergency trips, will be requested in advance. Expense allowances will be granted only upon authorization of the principal. The employee shall present itemized expense accounts accompanied by the appropriate receipts. The school van will be used when available for transportation. No mileage will be paid if personnel, without advance approval, elect to use their personal vehicle when a van and/or seating is available. Expense allowances for the use of personally owned automobiles, approved in advance, shall be reimbursed at a rate established by the IRS. All in-district travel to perform coaching and advising duties will be borne by coach or advisor.

Fees for authorized or required attendance at conferences or other programs will be paid by the District. Cost of meals, hotel rooms, telephone calls and other business related expenses adequately documented will be reimbursed subject to the following restrictions and approval of the principal:

1. Meal allowances shall be: Breakfast, \$8.00, Lunch, \$10.00, Dinner, \$15.00 or a daily maximum of \$33.00. If meals are included in the registration fee or room rate, corresponding meal allowance will be disallowed.
2. Additional persons accompanying the employee who are not on official business must pay their own expenses, including meals and the additional cost of lodging.
3. Whenever possible, reservation forms must be submitted in advance for vouchering to the Business Manager.
4. No meal allowances are made for travel that does not include overnight attendance.

References:

Policy 3440-Job-Related Expenses
AG 3440A-Job-Related Expenses
AG 3440 B-Use of Private Car for School Business

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State Law, the Board expects professional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or guideline committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, professional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by any employee or agent of any agency or independent contractor which is doing business with the Board.

Reference: Policy 3211-Whistleblower Protection

HOURS AND SCHEDULE

All full time Class I employees are expected to be at work between the hours of 7:45 a.m. and 3:45 p.m. unless mutually agreed to in writing. In addition, all Class I employees, whether full-time or part-time, shall be expected to perform other duties as may be required by their positions including, but not limited to, attending parent-teacher conferences, participating in IEP Team meetings, directing band or choral concerts or school play activities and attending staff meetings and in-services as required by administration.

Scheduled classes will begin at 8:05 a.m. on a regular school day and end at 3:35 p.m. except where special problems occur with bus schedules.

Except for employees performing added duties for which they receive differentiated pay, it is recognized by the parties that Class I employees have a professional responsibility to perform services related to and consistent with the over-all aims of the school program outside of the normal workday.

The hours of part-time employees will be determined by the administration.

Professional staff will be scheduled to work 182 days. Specific dates can be found in the District Calendar.

Additional student instructional time will not be added to the calendar for the first 1260 minutes of cancelled instructional time (420 minutes per day). The school board may add one in-service day to replace an instructional day when less than 1260 instructional minutes have been cancelled.

RESIGNATIONS

All Class I employees are requested to give at least one month's notice of resignation.

Class I employees are sometimes offered positions in other school systems which may provide professional advancement and may cause an employee to ask to be released from a contract in the local schools.

The Board's first obligation when considering a release from a teaching contract is to the children within the district. If a suitable replacement can be found and it is felt that the educational program of the school will not be impaired, an employee may be granted a release from his/her contract.

Should an employee wish to be released from his/her contract, a written request for such release must be made to either the Board Clerk or the District Administrator. No release will be granted until acted upon by the Board.

Reference: Policy 3140-Termination, Non-Renewal and Resignation

LIQUIDATION DAMAGES

An employee may be required to pay liquidation damages for release from his/her contract. The Board has established the following as liquidated damages for a Class I employee to be released from the contract:

From March 15 through May 31:	No Charge
From June 1 through July 31:	\$500.00
After July 31:	\$1,000.00

Employees shall be released from their contracts, without penalty, for unforeseen occurrences whereby the employee cannot perform his/her duties.

Reference: Policy 3140-Termination, Non-Renewal and Resignation

JOB VACANCY/TRANSFER

Employees may apply for any vacancy for which they are qualified but the District reserves the right to select the most qualified candidate to fill any vacancy.

Reference: Policy 3132-Vacancies

JOB ASSIGNMENTS

Class and supervisory assignments shall be made to Class I employees based on areas of certification and needs of the District. In the event of a resignation, retirement or other vacancy, the District may require employees to transfer on a more frequent basis.

CALENDAR

The school calendar shall be established annually by the Board.

VI. SAFETY AND HEALTH

BUILDING SECURE ENTRY

The North Crawford School District places top priority on student and staff safety and security. Because of this, the two main entryways into the building are secured. During the school year, the building will be locked down between the hours of 8:05 a.m. and 3:20 p.m. Visitors to the

building during those hours will need to buzz into the offices, state their reason for visiting, and sign into the office before entering the building. Staff members will continue to have access to the building with the use of their security fob.

SMOKING

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Reference: Policy 3215-Use of Tobacco by Professional Staff

TRAINING

Professional staff members, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators,
- B. the control of blood borne pathogens,
- C. the control of casual-contact communicable diseases, and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases.

References:

Policy 8450-Control of Casual-Contact Communicable Diseases

Policy 8452-Automated External Defibrillators (AED)

Policy 8453-Direct Contact Communicable Diseases

Policy 8453.01-Control of Blood-Borne Pathogens

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Office in compliance with Policy 8442 - Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Reference: Policy 8442-Reporting Accidents

WORKER'S COMPENSATION

The District provides Worker's Compensation in conformance with state law. Every employee of the Board is covered under the Wisconsin Worker's Compensation Act. Generally, under the act a person is entitled to compensation where he/she is an employee of the School Board and

at the time of the injury is performing services growing out of and incidental to their employment. All injuries are to be reported to the District Office immediately.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

PURPOSE:

Employees are expected to use their computers in a professional and business-like manner. While the District encourages and supports employee use of computer systems as a means of improving productivity, certain restrictions are necessary to avoid improprieties, ensure that established standards are met, and maintain appropriate security of computerized data.

Computers, computer files, any e-mail system, and software furnished to employees are District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

INAPPROPRIATE USES:

The following is a list of prohibited behaviors or uses of the District's computer systems and resources. Engaging in these behaviors or using the District's computer systems in an otherwise inappropriate manner will result in disciplinary action.

1. The display, printing, or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
2. Using the District's computer systems or knowingly allowing another to use the District's systems for personal profit, commercial product advertisement or partisan political purposes. The e-mail system may not be used to solicit anyone for commercial ventures, religious or political causes.
3. Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.

4. Inappropriate copying, modifying, distributing, transmitting or displaying files or other data or information resources.
5. Sharing your user ID or password with any other person. If you do share your user ID or password with another person, you will be responsible for the actions of that other person.
6. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction.
7. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
8. Decryption of system or user passwords.
9. Unauthorized copying of system files.
10. Intentional attempts to "crash" network systems or programs.
11. The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks.
12. Sending anonymous e-mail messages.

Employees shall not install software onto any computers or equipment, including their individual work computers or the network. All software installations, even free software from the Internet, will be installed at the direction or with the consent of the appropriate administrator. Any unlicensed software or personal software may be deleted without notice to the employee.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Reference: Policy 7540.04-Staff Education Technology Acceptable Use and Safety

E-MAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 - Electronic Mail and the District Administrator's established guidelines regarding e-mail. Violation of these policies may result in the cancellation of the violator's e-mail account and may be grounds for disciplinary action up to and including termination of employment.

The e-mail system is to be used for matters directly related to the business activities of the District. E-Mail is a public record like any other public document. As such, specific classifications of e-mail shall be retained according to the District's records management policy. E-mail may be searched for evidence in any legal proceeding. By using the e-mail system, the employee consents that authorized representatives may review any messages on the system, may use any information for any legitimate business, legal or disciplinary purpose and may disclose or disseminate such messages to appropriate third parties.

Users are responsible for the security of their e-mail account password and any e-mail that is sent via their account. To protect accounts against unauthorized use, take the following precautions:

1. Protect the e-mail account before leaving the computer unattended if there is any possibility someone else could use the system. If an e-mail account is left open, and someone else uses it, it will appear as if the message was sent from the original user and the user will be held accountable.
2. Protect passwords against unauthorized use. The user is responsible for messages sent via their account. Correspondingly, do not read, use or tamper with someone else's account without their knowledge and consent. Unauthorized use of an e-mail account may be unlawful.

References:

Policy 7540.06-Electronic Mail
Policy 8310-Public Records

SOCIAL MEDIA

In accordance with Policy 1213 - Student Supervision and Welfare and Policy 3213 - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as, but not limited to, Facebook, Twitter, Instagram, SnapChat, etc.

References:

Policy 1213-Student Supervision and Welfare
Policy 3213-Student Supervision and Welfare

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 3139 - Staff Discipline.

Reference: Policy 3139-Staff Discipline

GRIEVANCE PROCEDURE

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in Policy 3340 - Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

Reference: Policy 3340-Grievance Procedure

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 3122.01 - Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139 - Staff Discipline and the District Administrator's guidelines, as well as any applicable terms of any collective bargaining agreements.

References:

Policy 3122.01-Drug-Free Workplace

Policy 3139-Staff Discipline

WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, except as permitted by policy 3217-Weapons.

Reference: Policy 3217-Weapons

STUDENT ABUSE AND NEGLECT

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

Reference: Policy 8462-Student Abuse and Neglect

GENERAL RULES OF CONDUCT

The following conduct is prohibited:

1. Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments.
2. Neglecting job duties or responsibilities.
3. Loafing, loitering, sleeping or engaging in unauthorized personal business or visiting.
4. Disclosure of confidential information and records.
5. Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping.
6. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or the unsafe operation of vehicles and equipment.
7. Failure to report accidents or injuries including traffic accidents.
8. Failure to report promptly at the starting time of a work day or shift or leaving before the scheduled quitting time of a work day or shift or failure to notify the proper authority of impending absence or tardiness.
9. Leaving the place of duty during a work day or shift without permission of the immediate supervisor.
10. Failure to observe the time limits of lunch or rest periods.
11. Abuse or misuse of District property, equipment or materials.
12. Stealing, pilfering or unauthorized possession or use of District property, equipment or materials, including, but not limited to, computers, telephones or mail or copy service.
13. Threatening, attempting or inflicting bodily harm or injury.
14. Threatening, intimidating, interfering with, or using abusive language towards others.
15. Horseplay, including practical jokes, pushing, running or throwing objects.
16. Failure to observe no smoking regulations.
17. Unauthorized possession of weapons.
18. Possession of or use of alcoholic beverages or illegal drugs while on District time or property.
19. Reporting for work in an unsafe condition or under the influence of alcoholic beverages or illegal drugs.
20. Immoral conduct.

21. Selling commercial products or services on District property without authorization.
22. Unauthorized solicitation of funds or donations for any purpose.
23. Unauthorized distribution of printed matter on District property.
24. Unauthorized lending, borrowing or duplication of keys to District vehicles, property or other appurtenances.
25. Inappropriate dress or grooming.
26. Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employee's activities as an employee of the District.

SAVINGS CLAUSE

If any item of this handbook is held to be invalid by operation of the law, the remainder of the handbook shall not be affected.

APPENDICES

2020-21 Teacher Compensation Schedule		
1.81% increase to 2019-20 Base		\$695
2019-20 Base		\$38,415
Initial Educator		
Step	Bachelor's	Master's
Step 1	\$39,110	\$42,610
Step 2	\$39,610	\$43,110
Developing Educator		
Increase of \$2,000 from Initial to Developing Educator		
Step	Bachelor's	Master's
Step 3	\$41,610	\$45,110
Step 4	\$42,110	\$45,610
Step 5	\$42,610	\$46,110
Professional Educator		
Increase of \$3,000 from Developing to Professional Educator		
Step	Bachelor's	Master's
Step 6	\$45,610	\$49,110
Step 7	\$46,110	\$49,610
Step 8	\$46,610	\$50,110
Step 9	\$47,110	\$50,610
Step 10	\$47,610	\$51,110
Step 11+	\$48,110	\$51,610
Model Educator		
Increase of \$4,500 from Professional to Model Educator		
Step	Bachelor's	Master's
Step 9-11	\$52,610	\$56,110
Step 12-14	\$53,110	\$56,610
Step 15-17	\$53,610	\$57,110
Step 18-20	\$54,110	\$57,610
Step 21-23	\$54,610	\$58,110
Step 24+	\$55,110	\$58,610

Stipend for not taking health insurance:			
30-40 Hours	\$2,000	Per school year	
20-29 Hours	\$1,000	Per school year	
Health Insurance 2020-21 (Quartz)			
<u>Deductible:</u>			
Single	\$2,000.00		
Family	\$4,000.00		
<u>District provides a Health Savings Account (H.S.A.):</u>			
Single	\$1,500.00		
Family	\$3,000.00		
<u>2020-21 Premiums</u>	<u>Monthly</u>	<u>Annually</u>	
Single	\$595.58	\$7,146.96	
Family	\$1,578.29	\$18,939.48	
<u>District Cost (85% of the Premium):</u>	<u>Monthly</u>	<u>Annually</u>	<u>Per Check (24 Pays)</u>
Single	\$506.24	\$6,074.92	\$253.12
Family	\$1,341.55	\$16,098.56	\$670.77
<u>Employee Cost (15% of the Premium)</u>	<u>Monthly</u>	<u>Annually</u>	<u>Per Check (24 Pays)</u>
Single	\$89.34	\$1,072.04	\$44.67
Family	\$236.74	\$2,840.92	\$118.37

2020-21 CO-CURRICULAR SCHEDULE					
\$39,110.00	BASE SALARY				
ATHLETIC CO-CURRICULAR		STEP 1		STEP 2	
Athletic Director					\$9,000
Head Football		6.90%	\$2,699	8.00%	\$3,129
Head Basketball		6.90%	\$2,699	8.00%	\$3,129
Head Wrestling		6.90%	\$2,699	8.00%	\$3,129
Head Volleyball		6.90%	\$2,699	8.00%	\$3,129
Head Baseball		6.90%	\$2,699	8.00%	\$3,129
Head Softball		6.90%	\$2,699	8.00%	\$3,129
Head Track		6.90%	\$2,699	8.00%	\$3,129
Head X-Country		6.90%	\$2,699	8.00%	\$3,129
Asst. Football		5.01%	\$1,959	6.00%	\$2,347
Asst. Basketball		5.01%	\$1,959	6.00%	\$2,347
Asst. Wrestling		5.01%	\$1,959	6.00%	\$2,347
Asst. Volleyball		5.01%	\$1,959	6.00%	\$2,347
Asst. Baseball		5.01%	\$1,959	6.00%	\$2,347
Asst. Softball		5.01%	\$1,959	6.00%	\$2,347
Asst. Track/Cross Country		5.01%	\$1,959	6.00%	\$2,347
Summer Rec Coordinator		4.00%	\$1,564	5.00%	\$1,956
JH Track		3.77%	\$1,474	4.00%	\$1,564
JH Basketball		3.77%	\$1,474	4.00%	\$1,564
JH Volleyball		3.77%	\$1,474	4.00%	\$1,564
JH Wrestling		3.77%	\$1,474	4.00%	\$1,564
JH Football		3.77%	\$1,474	4.00%	\$1,564
Cheerleader (Per Season)		2.96%	\$1,158	3.00%	\$1,173
Fitness Center Supervision		\$25 per day (2-hr session)			

2020-21 CO-CURRICULAR SCHEDULE					
\$39,110.00	BASE SALARY				
ACADEMIC CO-CURRICULAR		SALARY			
8th Grade Trip Coordinator		3.00%	\$1,173		
Band Director		6.00%	\$2,347		
Choral Director		5.00%	\$1,956		
FFA Advisor		5.00%	\$1,956		
Forensics - HS		3.00%	\$1,173		
Forensics-Jr. High		1.50%	\$587		
HS Class Advisor (8)		0.38%	\$147		
Junior Prom Coord.		3.00%	\$1,173		
Musical/Play Director (each)		8.00%	\$3,129		
Musical/Play-Asst. Director (each)		6.00%	\$2,347		
National Honor Society		3.00%	\$1,173		
PBIS Coordinator		8.00%	\$3,129		
Robotics Club - High School		4.00%	\$1,564		
Robotics Club - Middle School		5.00%	\$1,956		
Senior Graduation/Trip Coord.		3.00%	\$1,173		
Spanish Club		3.00%	\$1,173		
Student Govt. - MS & HS (each)		3.00%	\$1,173		
Summer School Coordinator		8.00%	\$3,129		
Yearbook Advisor		5.00%	\$1,956		

JOB BENEFITS

All benefit plans and providers will be established and/or designated from time to time by the Board.

All full-time Class I employees shall be entitled to the following benefits:

1. Full single or family premium towards dental insurance.
2. Full premium toward a Long-Term Disability plan.

The North Crawford School District shall make available to employee's supplemental and additional life insurance at the employees' expense. There will never be an extra cost to the District for this additional insurance.

HEALTH INSURANCE

Class I employees covered by a health insurance plan shall pay 15% of the health insurance premium for the family or single health plan.

The District will contribute, for each eligible employee covered by a District policy of health insurance, into a qualified Health Savings Account ("HSA") established by each eligible employee. Contributions shall be made of \$1,500 (single) or \$3,000 (family) to each eligible employee's HSA in three equal installments on September 10, January 10 and May 10.

Except as expressly provided below, an employee will be deemed eligible to receive the HSA contribution if:

- A. He/she is eligible to participate in the District's health insurance program; and
- B. He/she meets the eligibility requirements of I. R. C. § 223(c)(2)(A) as the same may be modified or amended from time to time.

EXCEPTIONS:

1. Any eligible employee hired after the start of the school year will be entitled to receive a prorated HSA contribution commencing with the first day of the first month after the date of hire.

2. Any employee severing employment (either voluntarily or involuntarily) prior to the last work day of the school year will be ineligible for HSA contributions commencing with the first day of the first month after his/her employment ends. In addition, if an employee receives a contribution (i.e. prepayment) from the District for a month in which he or she is no longer entitled to receive a contribution, the employee shall reimburse the District for any such contribution within 30 days after the date of severance.
3. Employees placed on layoff will not receive deposits beyond the last day of employment. Employees laid off effective at the end of a school year will receive deposits through the August 31st following the end of that school year.
4. Employees on unpaid leaves of absence, employees who are eligible to participate in the District's health insurance plan solely under COBRA or employees who are otherwise only entitled to participate in the District's health insurance plan at their own cost shall not be entitled to any HSA contribution from the District except as required by law (e.g., employees on unpaid leave under Family and Medical Leave law).
5. Employees who work fewer than 20 hours per week are not eligible to participate in the District's health insurance plan. Employees who work between 20 and 30 hours a week are eligible to participate in the District's health insurance plan but the District will pay only the single premium cost and HSA contribution.

Employees will be responsible for the service/participation fees in their HSA.

The District will yearly either (1) contribute \$2,000.00 per each certified staff person who elects not to take the health insurance to a Cafeteria Plan (the "Plan") that complies with the requirements of § 125 of the Internal Revenue Code (the "Code") and that is administered through a third-party plan administrator selected by the Board or (2) pay \$2,000 in cash to employees who work at least 50% of full-time who elect not to receive health insurance coverage and who can demonstrate that they have other health coverage.

It is understood that teachers electing cash will be subject to withholding and payroll taxes, including by way of illustration and not limitation, FICA and Medicare tax. Employees shall be responsible for income tax and the employee share of payroll taxes.

To the extent consistent with the cafeteria plan rules under § 125 of the Code regarding changes in family status and other coverage changes, employees who choose the additional payments of cash compensation described above shall be able to enroll in the District's health plan at a later date pursuant to the carrier's late enrollment terms, timelines and conditions of entry or reentry.

Each teacher agrees the District made no representation to the teacher regarding the advisability, appropriateness or tax consequences of participation in the Plan other than as is

expressly set forth herein. Each teacher agrees, to the extent allowed by law, to indemnify and hold harmless the District, the Board, each individual Board member and all administrators against any and all claims, tax consequences, suits or other forms of liability arising out of their election to participate (including level of participation) or not to participate in the Plan.

ALL CLASS EMPLOYEES

ELECTION TO NOT TAKE INSURANCE

If two employees are married to each other, only 1 of these employees may take the family health insurance plan and the spouse is not eligible to receive a stipend for not taking the insurance.

LIABILITY INSURANCE

The Board shall carry insurance to protect employees from unnecessary lawsuits resulting against the employee when the employee has used good judgment in handling a given situation.

STATE RETIREMENT

All staff members employed by the North Crawford School District are expected to work the minimum hours per year are required to participate in the Wisconsin Retirement System. The Board shall pay only the employer's share of the State Retirement System.

LIFE INSURANCE

A new employee is eligible to participate in the life insurance coverage offered by the district. An employee who has participated in the Wisconsin Retirement System prior to employment with the district is eligible to participate in the life insurance coverage upon employment. All employees offered life insurance may participate in any of the types of coverage offered by the district. The employee will pay the cost of such insurance.

WORKER'S COMPENSATION

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by state law, providing the employee complies with all requirements for filing the report. Employees must file a report with the District Office within 24 hours after the accident.

SHELTERED ANNUITY PROGRAM

Employees may participate in a tax sheltered annuity program upon request at their own expense.

DISABILITY

All employees who are eligible to participate in the health insurance benefit are also eligible to participate in both the short-term and the long-term disability program. The short-term plan is voluntary and is paid for by the employee. All eligible employees participate in the long-term plan, which is paid for by the district.

CAFETERIA PLAN

All employees are eligible to participate in the district's Section 125 Cafeteria Plan.

COBRA BENEFITS

COBRA is a federal law established to allow employees and their covered dependents, which lose their insurance coverage, an extension of that coverage (health, dental or vision insurance) for up to 18 months or 36 months depending on the qualifying event. An employee has 60 days to notify us of an event.

Qualifying Event + Loss of Coverage = COBRA

Examples of qualifying events are:

1. Severance of employment.
2. Reduction in hours (includes leave of absence).
3. Death of employee (Spouse and family is offered COBRA).
4. Ineligible dependent (Over age limit or no longer lives at home).
5. Divorce or Legal Separation.
6. Medicare entitlement.

(Detailed definitions of qualifying events are contained in the law itself)

*** 18 Months of COBRA coverage is offered to employees who sever their employment or have a reduction of hours.

*** 36 Months of COBRA coverage is offered when the event is death, divorce, legal separation, ineligibility of a dependent, or Medicare entitlement.

Employees who have any questions about continuation of Health Plan participation should speak to the District Business Manager.

HEALTH INSURANCE

Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including but not limited to, health benefits, eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with regulatory provisions of the Internal Revenue (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the district and/or benefit recipients underneath such regulatory provisions. Changes to health benefits, eligibility standards, coverages and contribution levels include, but are not limited to, changes in the sections addressing health insurance in the employee handbook.

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the 2020-21 North Crawford School District's Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

(Employee Signature)

(Printed Name)

(Date)

NOTE: THIS SHEET SHOULD BE SIGNED, DATED, AND HANDED IN TO THE DISTRICT OFFICE. EMPLOYEES ARE ENCOURAGED TO MAKE A COPY OF THE SIGNATURE PAGE WITH APPLICABLE SIGNATURE AND DATE FOR THEIR PERSONAL RECORD.

NORTH CRAWFORD SCHOOL DISTRICT



EMPLOYMENT HANDBOOK for SUPPORT STAFF MEMBERS

Approved: August, 2020

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff (Class II & III) employees including, but not limited to: Secretaries, Para-Professionals, Janitors, Bus Drivers, Nurses, Food Service, School –to-Work Coordinator, Resource Development Director, Technology Coordinator, Transportation Supervisor, Temporary or Limited Term Part-Time Employees, Limited Term Summer Employees, Off Staff Coaches and Advisors. The provisions described herein are the terms and conditions governing employment in the North Crawford School District and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of North Crawford School District ("District"). It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract.

Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's staff employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract.

Furthermore, any staff members who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139-Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

Reference: Policy 4139 – Staff Discipline

STATEMENT OF PHILOSOPHY

The Board believes that it has a responsibility to provide a sound educational program for the children of the District within the needs and desires of the school community. In pursuance of this goal, the Board shall offer each child an opportunity to reach his/her maximum development and to understand one's self and one's relationship with life's challenges and responsibilities. Good competent citizenship will be of primary importance: good in the sense of attitudes and behavior and competent in the sense of skills, knowledge and understanding.

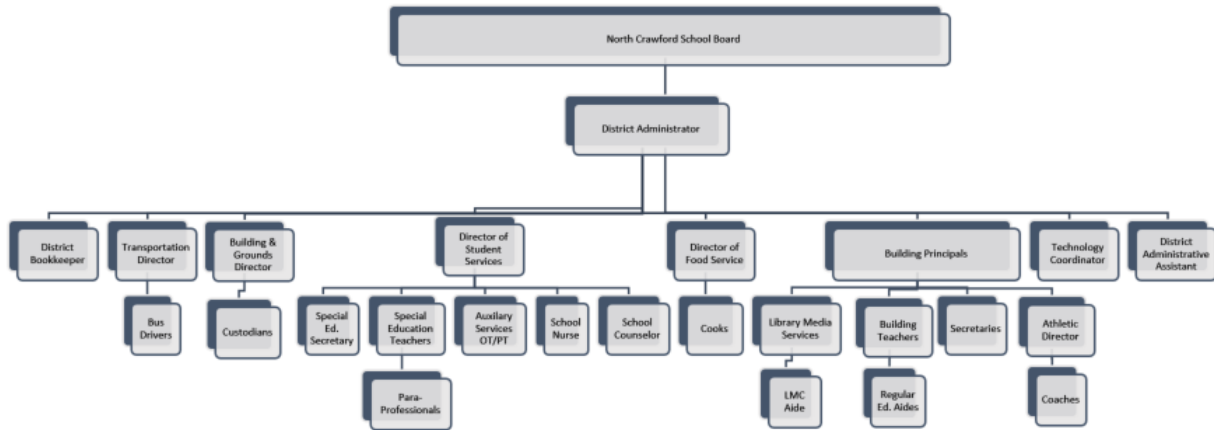
The Board further believes that the finest type of education can be accomplished when students, parents, staff members, administrators and the Board work together in harmony and cooperation. The Board desires the good will of parents and patrons of the District and feels this can be achieved by a genuine interest in children and a sincere devotion to this philosophy by everyone working in this educational system.

Finally, the Board believes cooperation can be best promoted by a democratic atmosphere where the administration, faculty, students, and community feel free to offer suggestions for an effectual educational program.

Reference: Policy 2110 – Statement of Philosophy

CHAIN OF COMMAND - ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.



Reference: Policy 4112 - Board-Staff Communications

II. EMPLOYMENT

DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students, inside and outside of the school building. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, and with any other policies, regulations, and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

EMPLOYEE CODE OF CONDUCT

GENERAL RULES OF CONDUCT - The following conduct is prohibited:

- (1) Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments.
- (2) Neglecting job duties or responsibilities.
- (3) Loafing, loitering, sleeping or engaging in unauthorized personal business or visiting.
- (4) Disclosure of confidential information and records.
- (5) Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping.
- (6) Failure to observe all safety rules and practices, including the use of protective equipment and clothing or the unsafe operation of vehicles and equipment.

- (7) Failure to report accidents or injuries including traffic accidents.
- (8) Failure to report promptly at the starting time of a work day or shift or leaving before the scheduled quitting time of a work day or shift or failure to notify the proper authority of impending absence or tardiness.
- (9) Leaving the place of duty during a work day or shift without permission of the immediate supervisor.
- (10) Failure to observe the time limits of lunch or rest periods.
- (11) Abuse or misuse of District property, equipment or materials.
- (12) Stealing, pilfering or unauthorized possession or use of District property, equipment or materials, including, but not limited to, computers, telephones or mail or copy service.
- (13) Threatening, attempting or inflicting bodily harm or injury.
- (14) Threatening, intimidating, interfering with, or using abusive language towards others.
- (15) Horseplay, including practical jokes, pushing, running or throwing objects.
- (16) Failure to observe no smoking regulations.
- (17) Unauthorized possession of weapons.
- (18) Possession of or use of alcoholic beverages or illegal drugs while on District time or property.
- (19) Reporting for work in an unsafe condition or under the influence of alcoholic beverages or illegal drugs.
- (20) Immoral conduct.
- (21) Selling commercial products or services on District property without authorization.
- (22) Unauthorized solicitation of funds or donations for any purpose.
- (23) Unauthorized distribution of printed matter on District property.
- (24) Unauthorized lending, borrowing or duplication of keys to District vehicles, property or other appurtenances.
- (25) Inappropriate dress or grooming.
- (26) Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employee's activities as an employee of the District.

CODE OF ETHICS

Definitions. For purposes of this section, unless otherwise provided below, the definitions found under Wis. Stat. sec. 19.42 shall be used.

Anything of value: Anything which influences or gives the appearance of influencing the manner in which employees perform their work, make decisions or otherwise carry out job duties, for example a gift, favor, service or promise of future employment.

Personal and Private Interest: An interest including, but not limited to, a financial interest, which pertains to a person, firm, corporation, partnership or association whereby such person, firm, corporation, partnership or association would gain a special benefit, privilege, exemption or advantage from the action of the District.

Confidential Information: Information gained under governmental authority or in the course of one's employment with a governmental authority, which is not to be released to the general public because:

- (a) Release of such information is expressly prohibited by statutes; or
- (b) A formal decision has been made that release of such information would be harmful to the public interest.

District Property: Items including, but not limited to, leased or owned facilities, vehicles, supplies, equipment, stenographic assistance, and duplicating services of any kind where a direct cost to the District may be identified.

Conflict of Interest: Employees may not use their public position or influence to gain unlawful benefits, advantages or privileges for themselves, for members of their immediate families, or for any other persons.

Persons and businesses with whom or with which an employee has significant fiduciary relationships may not enter into any contract with the District which is to be paid in whole or in part out of District funds unless the contract has been awarded through public notice, competitive bidding or any other process as provided for by law and is otherwise permitted by law.

No employee shall solicit, receive or agree to receive any compensation, gift, reward, gratuity or anything of value from any source except the District for any matter or proceeding connected with or related to the duties of the employee, unless otherwise provided by law. Gifts of nominal value for holidays or "thank you" gifts at the end of a school year are acceptable. Compensation, gifts, rewards or gratuities that cannot practically be returned shall immediately be turned over by the employee to the office. All such compensation, gifts, awards or gratuities shall be considered District funds or District property.

Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time and not directly related to their employment by the District shall not be prohibited unless a conflict of interest exists.

The District recognizes that the substantial and continuous conflicting interests between District staff and private business representatives doing business with the District can often result in offers of something of value, i.e., meals, refreshments, transportation, etc. Employees shall decline such offers to avoid the interpretation that their official judgment or behavior may be influenced.

This prohibition does not include the acceptance of loans from banks or other financial institutions on customary terms of finance for personal use such as home mortgage loans or the acceptance of unsolicited advertising or promotional material such as pens and calendars, or the acceptance of an award for meritorious public or personal contributions or achievements.

Confidential Information: Employees shall not disclose confidential information gained through their official position, except as authorized or required by law, nor shall they otherwise use such information for their personal gain or benefit. Particular attention and fidelity to student records disclosure is required of all employees in accordance with state and federal law and Board policy.

Employees shall not accept employment or engage in any business or professional activity, which they might reasonably expect, would require them to disclose or act upon the disclosure of confidential information acquired by them because of their official position.

Use of District Property for Private Purposes: Employees of the District shall not use District property or equipment for their private use or for any other use than that which serves the public interest. The District stresses that employees use common sense and honesty in ensuring that District property, facilities and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval, the after-hours use of District facilities for public meetings may be appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-

working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment s/he should refer to:

Policy 4122-Nondiscrimination and Equal Employment Opportunity
AG 4122-Nondiscrimination and Equal Employment Opportunity
AG4122B-Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B - Employment Practices
AG 4122C-Complaint Procedures for Nondiscrimination and Equal Opportunity/Access
Comparative Analysis of Employment Related Provisions of ADA and Section 504

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information employees shall refer to:

Policy 4362-Employee Anti-Harassment,
Policy 4362.01-Threatening Behavior Toward Staff Members,
AG 4362A-Reporting Threatening Behaviors.

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 - Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the office and request a duplicate copy.

HIRING OF IMMEDIATE RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Policy 4120 - Employment of Support Staff

IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy 4111 - Creating a Position

CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Reference: Policy 4210 Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an

activity that threatens a staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in Policy 4112 Board-Staff Communication

TEAMWORK

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring, and enjoyable work atmosphere.
- C. Effectively communicating with all employees in the District.

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

Reference: AG 4231A - Participation in Political Activities

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee, the employee is responsible for using the device in a safe and appropriate manner.

USE OF DISTRICT PROPERTY FOR PRIVATE PURPOSES

Employees of the District shall not use District property or equipment for their private use or for any other use than that which serves the public interest. The District stresses that employees use common sense and honesty in ensuring that District property, facilities and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District

owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval, the after -hours use of District facilities for public meetings may be appropriate.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as administrators or members of the professional staff if they fall into a category established in Policy 3120 - Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 - Employment of Support Staff.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with Policy 8320 -Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 - Personnel Records to either have a correction made to the information in question or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way.

Class II and Class III employees whose performance is deemed unsatisfactory may be discharged at any time. Any employee may be suspended for up to three days at the discretion of the district administrator. The district administrator shall report any case of suspension, in writing, to the Board President. The Board President shall call a meeting of the total Board as soon as practical to discuss the suspension. The Board as a whole shall arrive at an appropriate action to follow. If an employee so suspended is returned to active duty status, he/she will not suffer loss of pay during the suspension unless otherwise determined by the Board. By accepting employment in the district, employees agree to perform the duties of his/her specific position and to follow all work rules and regulations as established by the district.

No employee shall be dismissed from his/her position without prior Board approval.

In lieu of discharge or nonrenewal, the Board, or the Administration in their discretion, may elect to pursue other remedial options including but not limited to the establishment of performance plans, demotion, salary or wage reduction or attendance at conferences or programs intended to assist the employee in the performance of his or her responsibilities.

STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 4130 - Assignment and Transfer of Support Staff.

Further, staff may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 - Staff Discipline.

REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Policy 4131 - Reduction in Staff.

TERMINATION AND RESIGNATION

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

All Class II employees, other than bus drivers, planning to resign from his/her position should give written notice to the district administrator at least 14 days in advance of the actual time of leaving.

BUS DRIVERS

Bus drivers are expected to fulfill the school year. The sum of \$250 will be charged as liquidated damages if a bus driver resigns his or her position with an effective date from August 1 through the end of the school year. If the effective date is between June 1 and July 31 there is no charge.

Reference: Policy 4140 - Termination and Resignation

Any Class II or Class III employee may be laid off upon ten (10) days' notice.

MISCONDUCT

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law.

Any employee who has engaged in specified misconduct shall be reported to the State Superintendent of Public Instruction. The district administrator shall make such reports in accordance with state law and established procedures.

A licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. has been charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child;
2. has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. has been dismissed by the district, or his/her contract has been non-renewed, based in whole or in part on evidence that the employee engaged in immoral conduct. For purposes of state law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student; or
4. has resigned and the district administrator has reasonable suspicion that the resignation related to the employee having engaged in immoral conduct. If the employee has been requested to resign by the district administrator, and immoral conduct is suspected, the district administrator will inform the employee that he/she has a duty to report the resignation to the State Superintendent.

Any non-licensed school district employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports will be made within 15 days after the District Administrator becomes aware of the charge, conviction, dismissal, nonrenewal or resignation. The employee who is the subject of a report will be given a copy of the report.

PROBATION

The first two (2) years of employment shall be considered a probationary period for all Class II employees.

Class III employees are deemed "at will" at all times. The nature of Class III positions is that they are temporary and there is no expectation of continuing employment.

The hours of part-time employees will be determined by the administration.

JOB ASSIGNMENTS

Class and supervisory assignments shall be made to Class I employees based on areas of certification and needs of the District. Class II and Class III employees will receive specific assignments upon hire and thereafter on an annual basis. In the event of a resignation, retirement or other vacancy, the District may require employees to transfer on a more frequent basis.

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in AG 6510B - Payroll Authorization.

All time cards should be in the District office or submitted electronically by 9 a.m. Monday for the previous work week so that payroll personnel have two (2) full days to prepare the payroll.

All employees shall be paid on the 5th and 20th day of each month. Should the 5th or 20th fall on a weekend, such payment shall be made on the last working day preceding the weekend.

All Class II & Class III employees will be paid on the 5th and 20th day of each month for the hours worked in that pay period.

See School Board Policy 6510 for additional information.

DIRECT DEPOSIT PAYMENT METHOD

All employees will participate in a direct payroll deposit plan. Direct deposit statements will be available electronically to the employees. Each non-exempt employee shall receive information indicating the number of hours for which the overtime rate of pay is received.

OTHER COMPENSATION

Extra-Duty Compensation

Selling or taking tickets, yard markers and down keepers, chains, pickers, announcers, line judge, door people, track timers and field judges will be paid at a rate of \$25.00 per event. Scorekeepers and clock keepers will be reimbursed at \$30.00 per event. (An event will include all levels of competition on a given date, i.e. seventh grade, eighth grade, ninth grade, junior varsity and varsity.) Bus chaperones, working outside normal contracted hours, will be paid \$18 per trip to the schools of Seneca, Wauzeka, Kickapoo, De Soto and La Farge. For all other conference schools, the rate will be \$22. Other duties, rates per event, or per job will be set by the School Board with the consent of the employee. The Principal will assign chaperoning duties.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Policy 4425 Benefits

LEAVES OF ABSENCE (extended leave/unpaid)

UNPAID LEAVE OF ABSENCE

The board recognizes that there may be unique situations in which it becomes necessary for an employee to request a leave of absence without pay. However, it must be understood that all employees are expected to serve in their school district assignment for the entire school calendar period and that requests for such leaves are not encouraged.

Generally, unpaid leaves of absence exceeding thirty (30) days will only be granted as a reasonable accommodation for a disability. The employer, at its discretion and expense and consistent with state and federal law, may require any employee to submit to a physical exam to determine the extent of an illness, or injury during a leave of absence for that purpose. An employee who exhausts his/her sick leave credits and family and medical leave and is still unable to return to work, may request an unpaid leave of absence for a period of no more than one (1) year.

Participation in the employer's insurance and other benefit programs can be continued during unpaid leaves of absence provided the employee reimburses the District for any premiums and further provided continuation is permitted by the carrier. All salary or wage deductions for unpaid leave will be applied to the pay period in which they occur.

Unpaid Leave Guidelines

1. Principals/Supervisors may approve up to three days of unpaid leave per school year. If more than three days are requested, the request will be forwarded to the District Administrator. The District Administrator may approve up to 10 days in a school year per individual.
2. Employees granted unpaid leave shall have an amount equal to salary for all days of absence deducted from their check. If the amount of unpaid days without FMLA exceeds 20 days in a school year, employees granted unpaid leave shall have an amount equal to salary, health insurance, and dental insurance for all days of absence deducted from their check.
3. The deduction for health and dental insurance will be prorated on 365 days.
4. Unpaid medical leave not qualifying for Family Medical Leave will be subject to the same guidelines outlined above.
5. Multiple leave requests of more than 10 days in a school year may be referred to the school board for consideration.
6. Except as otherwise required by law, before requesting unpaid leave, staff members must have exhausted all accrued leave available to them as it applies.
7. Unpaid leave requests beyond those allowed by Federal and State Guidelines for Family & Medical Leave (FMLA) may be denied if a protracted pattern of unpaid leave requests continues.
8. Requests for unpaid leave are to be made in writing using the process identified by the District. These requests must be reviewed and approved by the requestor's supervisor.
9. All leaves granted are approved on a case-by-case basis and do not establish specific precedence. Leaves will be granted in accordance with Policy 4430 - Extended Leaves of Absence

All salary or wage deductions for unpaid leave will be applied to the pay period in which they occur.

[PAID TIME OFF \(PTO\) LEAVE](#)

Support staff members may use paid time off (PTO) leave and must follow the protocol established in Board Policy.

VACATION

Vacation allowance for Class IIA employees accrues on the basis of 1/12th of the annual vacation allowance for each month of employment commencing each July 1. Annual vacation is based on the following schedule:

Years of Employment	Vacation Days
6-12 months	Pro rated (based on time employed)
1-6 years	10 days
7-8 years	11 days
9-10 years	12 days
11-12 years	13 days
13-14 years	14 days
15-20 years	15 - 20 days (equal with number of years employed)

No vacation will be earned or granted to 12 month Class II employees, unless such individuals have completed a minimum of six months of employment prior to June 30. Any employee meeting the six month requirement will be granted five days of paid vacation, provided such employee continues as an employee of the school district the following year.

Unused vacation days for any year shall not be accumulated. Vacation days earned must be used in the fiscal year (July 1 – June 30) that they are earned.

Any request for an extended vacation must have the prior approval of the District Administrator. It is understood that any vacation period extended beyond the number of days allowed above will be without pay.

HOLIDAYS

Class IIA employees will receive holiday pay for Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

Class IIB employees will receive holiday pay for Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

Class IIC employees will receive holiday pay for Thanksgiving Day, Christmas Day, New Year's Day.

Class IID employees will not receive holiday pay.

When a legal paid holiday falls on the weekend, employees will take the workday closest to that holiday off. If the employee is required to work that day, he/she may take another day off with approval from his/her supervisor.

SNOW DAY

No employee will receive compensation for any school cancellation/snow day. Support staff may use up to 3 PTO days for school cancellations.

JURY DUTY

All employees summoned for jury duty shall be paid the difference between their regular salary and jury duty payment.

OTHER LEAVE

All employees shall receive leave according to the stipulations below:

- A. No deduction of salary shall be made for absences for accidents occurring in line of duty not to exceed ten days in any one school year. Such amount shall not be deducted from the ten-day personal illness allowance from which all other absences are deducted in computing accumulations.
- B. All other absences will result in loss of pay based upon the daily rate involved of the individual contract, whether or not a substitute is hired.
- C. The Board will not grant leave with pay in addition to legal weekly compensation payments in accident compensation cases approved by the Department of Workforce Development.
- D. The availability of long term disability insurance coverage neither creates additional leave nor extends the term of any leave.

ABSENCE FROM WORK - DUTY TO REPORT

If a support staff member has approved leave under the specific circumstances set forth in Board policy, the employee may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to Policy 4431-Employee Leaves.

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leaves of absence. The provisions of both the Federal and State family and medical

leave require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 4430.01-Family and Medical Leave of Absence (FMLA).

Leaves provided by the District which are taken for the same reasons as leaves covered by the FMLA are not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under both the federal and state laws, the leave used counts against the employee's entitlement under both state and federal FMLAs concurrently. Leave covered by the FMLA will be deducted from the annual entitlement under the FMLA.

If an employee is eligible for leave under the Federal Family and Medical Leave Act, the District will require the employee to substitute any earned or accrued vacation or personal days to which the employee is entitled, for child rearing or family illness leave provided under the Federal Law and thus convert the unpaid leave into paid leave. Also, the District will require employees to substitute any sick leave to which the employee is entitled, for personal illness leave provided under Federal Law, and thus convert the unpaid leave into paid leave. When paid leave is substituted for unpaid leave under Federal Law, the substitute leave will be counted as leave taken under the Federal Law.

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

In accordance with Wisconsin State Statute, The Bone Marrow and Organ Donation Leave Act requires that **all employers with 50 or more permanent employees** must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employer may have leave policies that are more generous than leaves required by law.

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time support staff members in accordance with the District's Health Insurance Plan and Policy 4419 - Health Insurance Benefit.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

See also Policy 4419.02 — Privacy Protections of Fully Insured Group Health Plans

UNIFORMED SERVICES LEAVE OF ABSENCE

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this Handbook.

V. WORKING CONDITIONS AND HOURS OF WORK

DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The drug and alcohol testing procedure is designed to accomplish the following:

- A. Provide a safe, healthy, productive, and drug and alcohol free work place and school environment for all employees and students,
- B. Protect the District and students from losses arising out of or associated with alcohol and controlled substances,
- C. Provide an effective tool for deterrence of substance abuse,
- D. Provide an effective tool for detection of violators,
- E. Ensure efficient operations, and
- F. Satisfy the State and Federal (including the DOT) rules covering employees with commercial driver's licenses.

The drug and alcohol testing procedure shall test for:

- A. Marijuana;
- B. Cocaine;
- C. Opiates;
- D. Amphetamines; and
- E. Phencyclidine (PCP).

Further, staff can be tested in the following circumstances:

- (a) Pre-employment;
- (b) Reasonable suspicion;
- (c) Random;
- (d) Post-accident;
- (e) Return-to-duty; and
- (f) Follow-up.

For further information regarding the testing procedures of CDL license holders refer to Policy 4162 - Drug Testing of CDL License-Holders.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

The work clothing dress code for employees shall be as follows:

1. No tank tops.
2. No advertising on shirts or caps.
3. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work please ask your supervisor.
4. Safety clothing and protective devices must be worn to comply with the standards and requirements of OSHA.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 - Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, the following procedure shall be followed:

Support staff should report to their immediate supervisor each morning as near 6:00 a.m. as possible whenever they will be unable to report for work, so that a substitute may be obtained.

Upon their return to work, they shall complete an electronic record of absence notating the date of the absence(s) and the circumstances for the absence(s) and submit this form to their immediate supervisor or his/her designated assistant.

WORK SCHEDULES/DAILY TIME SHEETS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

The hours of full time Class II employees will generally include one-half hour of unpaid lunch or dinner time.

When a Class II employee works more than 40 hours during any week, such services shall be compensated at a rate of one and one half times the regular hourly rate of pay. Overtime hours must be approved in advance by the employee's supervisor.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law. In addition, an unpaid meal period will also be provided daily for support staff members. All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

For further information regarding overtime eligibility and approval of overtime work refer to Policy 6700 - Fair Labor Standards.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, Policy 4220-Staff Evaluations, and AG 4220 - Evaluation of Staff.

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

Reference: Policy 7530 - Lending District-Owned Equipment/ AG 7530 -Personal Use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property. See also Policy 4281 - Personal Property of Staff

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420- Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of

the Board and in accordance with the District Administrator's administrative guidelines. See Policy 4440-Job Related Expenses.

EXPENSE ALLOWANCES -- AG

Mileage or expenses for trips other than emergency trips, will be requested in advance. Expense allowances will be granted only upon authorization of the principal. The employee shall present itemized expense accounts accompanied by the appropriate receipts. The school van will be used when available for transportation. No mileage will be paid if personnel, without advance approval, elect to use their personal vehicle when a van and/or seating is available. Expense allowances for the use of personally owned automobiles, approved in advance, shall be reimbursed at a rate established by the IRS. All in-district travel to perform coaching and advising duties will be borne by coach or advisor.

Fees for authorized or required attendance at conferences or other programs will be paid by the District. Cost of meals, hotel rooms, telephone calls and other business related expenses adequately documented will be reimbursed subject to the following restrictions and approval of the principal:

- a. Meal allowances shall be: Breakfast, \$8.00, Lunch, \$10.00, Dinner, \$15.00 or a daily maximum of \$33.00. If meals are included in the registration fee or room rate, corresponding meal allowance will be disallowed.
- b. Additional persons accompanying the employee who are not on official business must pay their own expenses, including meals and the additional cost of lodging.
- c. Whenever possible, reservation forms must be submitted in advance for vouchering to the bookkeeper.
- d. No meal allowances are made for travel that does not include overnight attendance, not including bus drivers.

WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative guidelines. Pursuant to State law, the Board expects support staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or guideline committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, support staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board. See Policy 4211-Whistleblower Protection.

ABSENCE WITHOUT LEAVE

No employee may excuse himself/herself from duty without permission of his or her supervisor. Absence without leave shall be reason for discharge. Any employee absent for three consecutive working days without notice shall be considered to have resigned from District service.

VI. SAFETY AND HEALTH

SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Reference: Policy 4215 - Use of Tobacco by Support Staff

TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. The use of automated external defibrillators (Policy 8452 - Automated External Defibrillators),
- B. The control of blood borne pathogens (Policy 8453.01- Control of Casual Contact Communicable Diseases),
- C. The control of casual contact communicable diseases (Policy 8450-Control of Casual Contact Communicable Diseases), and understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 - Direct Contact Communicable Diseases).

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 - Reporting Accidents. The injured employee shall complete a form within 24 hours of the work-related injury that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

INCIDENTS, ACCIDENTS AND INJURIES

Any employee involved in an incident, accident or injury, including property damage only accidents or incidents, irrespective of fault, during working hours or while using any District-owned machinery, vehicle or other property, shall report the incident, accident or injury to the school office immediately (excluding weekends and holidays) of the occurrence of the incident, accident or injury. A written accident report must be filed in writing to the District Business Office within 24 hours. The detailed report should include actions taken at the time and any other pertinent information regarding the accident. A copy of the report shall also be forwarded to the District Administrator.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

Employees are expected to use their computers in a professional and business-like manner. While the District encourages and supports employee use of computer systems as a means of improving productivity, certain restrictions are necessary to avoid improprieties, ensure that established standards are met, and maintain appropriate security of computerized data. Computers, computer files, any e-mail system, and software furnished to employees are District property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. Employees are required to abide by the federal copyright laws and to abide by all licensing agreements.

Inappropriate Uses:

The following is a list of prohibited behaviors or uses of the District's computer systems and resources. Engaging in these behaviors or using the District's computer systems in an otherwise inappropriate manner will result in disciplinary action.

1. The display, printing, or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
2. Using the District's computer systems or knowingly allowing another to use the District's systems for personal profit, commercial product advertisement or partisan political purposes. The e-mail system may not be used to solicit anyone for commercial ventures, religious or political causes.

3. Infringing on third party copyrights or other intellectual property rights, license agreements or other contracts; for example, illegally installing or making available copyrighted software.
4. Inappropriate copying, modifying, distributing, transmitting or displaying files or other data or information resources.
5. Sharing your user ID or password with any other person. If you do share your user ID or password with another person, you will be responsible for the actions of that other person.
6. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction.
7. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
8. Decryption of system or user passwords.
9. Unauthorized copying of system files.
10. Intentional attempts to "crash" network systems or programs.
11. The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks.
12. Sending anonymous e-mail messages.

Employees shall not install software onto any computers or equipment, including their individual work computers or the network. All software installations, even free software from the Internet, will be installed at the direction or with the consent of the appropriate administrator. Any unlicensed software or personal software may be deleted without notice to the employee.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 - Electronic Mail and the District Administrator's established guidelines regarding e-mail.

All other District policies apply to e-mail, even if e-mail is not specifically mentioned in those policies. Examples include the data retention policy as well as various sections of the personnel policy. Violation of these policies may result in the cancellation of the violator's e-mail account and may be grounds for disciplinary action up to and including termination of employment. The e-mail system is to be used for matters directly related to the business activities of the District.

E-Mail is a public record like any other public document. As such, specific classifications of e-mail shall be retained according to the District's Records Management Policy. E-mail may be searched for evidence in any legal proceeding. By using the e-mail system, the employee consents that authorized representatives may review any messages on the system, may use any information for any legitimate business, legal or disciplinary purpose and may disclose or disseminate such messages to appropriate third parties.

Users are responsible for the security of their e-mail account password and any e-mail that is sent via their account. To protect accounts against unauthorized use, take the following precautions:

1. Protect the e-mail account before leaving the computer unattended if there is any possibility someone else could use the system. If an e-mail account is left open, and someone else uses it, it will appear as if the message was sent from the original user and the user will be held accountable.
2. Protect passwords against unauthorized use. The user is responsible for messages sent via their account. Correspondingly, do not read, use or tamper with someone else's account without their knowledge and consent. Unauthorized use of an e-mail account may be unlawful.

[SOCIAL MEDIA](#)

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as, but not limited to, Facebook, Twitter, Instagram, SnapChat, etc.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 4139-Staff Discipline.

GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust as provided for in Policy 4340-Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in Policy 4340 - Grievance Procedure shall be followed when a grievance has been filed.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 4122.01-Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139-Staff Discipline and the District Administrator's guidelines, as well as any applicable terms of any collective bargaining agreements

WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

Reference: Policy 4217-Weapons

STUDENT ABUSE AND NEGLECT

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

Reference: Policy 8462-Student Abuse and Neglect.

SAVINGS CLAUSE

If any item of this handbook is held to be invalid by operation of the law, the remainder of the handbook shall not be affected.

APPENDICES:

Class II Benefits

All full time Class II employees shall be entitled to the following benefits:

Health/Dental Insurance

All benefit plans and providers will be established and/or designated from time to time by the Board. Health and dental insurance is available to all support staff members who work at least 80 hours per month. The district will pay premiums for health and dental insurance according to the following schedule:

	12 month employee	9+ month employee	9 month employee
Work at least 120 hours per month			
Single Health Premium	85%	Same as Class I Employee	Same as Class I Employee
Single Dental Premium	Full	Full	Full
Family Health Premium	85%	Same as Class I Employee	Same as Class I Employee
Family Dental Premium	Full	Full	Full
H.S.A. Contribution	\$3,000.00 – family	\$3,000.00 – family	\$3,000.00 – family
Work at least 80 hours per month			
Single Health Premium	85%	Same as Class I Employee	Same as Class I Employee
Single Dental Premium	Full	Full	Full
H.S.A. Contribution	\$1,500.00 - single	\$1,500.00 - single	\$1,500.00 - single

Bus Drivers

Bus Drivers are not eligible for district health insurance benefits, unless contracted for over 30 hours per week. Bus Drivers are eligible to participate in the district dental insurance plan.

Employees working fewer hours are not eligible to participate in the district's health and dental insurance program.

Health Savings Account ("HSA").

For all employees, the District will contribute for each eligible employee covered by a District policy of single health insurance or family health insurance into a qualified Health Savings Account (“HSA”) established by each eligible employee. Contributions shall be made to each eligible employee’s HSA in three equal installments on September 10, Jan. 10 and May 10.

Except as expressly provided below, an employee will be deemed eligible to receive the HSA contribution if:

- A. He/she is eligible to participate in the District’s health insurance program; and
- B. He/she meets the eligibility requirements of I. R. C. § 223(c)(2)(A) as the same may be modified or amended from time to time.

Exceptions:

- A. Any eligible employee hired after the start of the school year will be entitled to receive a prorated HSA contribution commencing with the first day of the first month after the date of hire.
- B. Any employee severing employment (either voluntarily or involuntarily) prior to the last work day of the school year will be ineligible for HSA contributions commencing with the first day of the first month after his/her employment ends. In addition, if an employee receives a contribution (i.e. prepayment) from the District for a month in which he or she is no longer entitled to receive a contribution, the employee shall reimburse the District for any such contribution within 30 days after the date of severance.
- C. Employees placed on layoff will not receive deposits beyond the last day of employment.
- D. Employees laid off effective at the end of a school year will receive deposits through August 31st following the end of that school year.
- E. Employees on unpaid leaves of absence, employees who are eligible to participate in the District’s health insurance plan solely under COBRA or employees who are otherwise only entitled to participate in the District’s health insurance plan at their own cost shall not be entitled to any HSA contribution from the District except as required by law (e.g., employees on unpaid leave under family and medical leave law).
- F. Employees who work fewer than 20 hours per week are not eligible to participate in the District’s health insurance plan. Employees who work between 20 and 30 hours a week are eligible to participate in the District’s health insurance plan but the District will pay only the single premium cost and HSA contribution for employees working between 20 and 30 hours per week.

Employees will be responsible for the service/participation fees in their HSA.

The District will yearly either (1) contribute an amount, as per schedule “A” per each eligible support staff employee who elects not to take the health insurance to a Cafeteria Plan (the “Plan”) that complies with the requirements of § 125 of the Internal Revenue Code (the “Code”) and that is administered through a third-party plan administrator selected by the Board or (2) pay an amount, as per schedule “A” in cash to employees who work at least 50% of full-time who elect not to receive health insurance coverage and who can demonstrate that they have other health coverage. Such payments will be paid over the number of payroll periods elected by the staff member.

It is understood that eligible support staff employees electing cash will be subject to withholding and payroll taxes, including by way of illustration and not limitation, FICA and Medicare tax. Employees shall be responsible for income tax and the employee share of payroll taxes. It is understood that these contributions are not eligible for State Retirement calculations.

To the extent consistent with the cafeteria plan rules under § 125 of the Code regarding changes in family status and other coverage changes, employees who choose the stipend shall be able to enroll in the District’s health plan at a later date pursuant to the carrier’s late enrollment terms, timelines and conditions of entry or reentry.

Each eligible support staff employee agrees the District made no representation to the eligible support staff employee regarding the advisability, appropriateness or tax consequences of participation in the Plan other than as is expressly set forth herein. Each eligible support staff employee agrees, to the extent allowed by law, to indemnify and hold harmless the District, the Board, each individual Board member, and all administrators against any and all claims, tax consequences, suits or other forms of liability arising out of their election to participate (including level of participation) or not to participate in the Plan.

Schedule A	
20-29 hours weekly	\$1,000.00
30-40 hours weekly	\$2,000.00

Election to not take Insurance

If two employees are married to each other, only 1 of these employees may take the family health insurance plan and the spouse is not eligible to receive a stipend for not taking the insurance.

State Retirement

All support staff members employed by the North Crawford School District and expected to work the minimum hours per year are required to participate in the Wisconsin Retirement System. The Board shall pay only the employer's share of the State Retirement System.

Life Insurance

A new employee is eligible to participate in the life insurance coverage offered by the district. An employee who has participated in the Wisconsin Retirement System prior to employment with the district is eligible to participate in the life insurance coverage upon employment. All employees offered life insurance may participate in any of the types of coverage offered by the

district. ~~The employee will pay the cost of such insurance.~~ The employer will pay 20% of the basic premium.

Worker's Compensation

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by state law, providing the employee complies with all requirements for filing the report. Employees must file a report with the district office within 24 hours after the accident.

Sheltered Annuity Program

Employees may participate in a tax sheltered annuity program upon request at their own expense.

Disability

All employees who are eligible to participate in the health insurance benefit are also eligible to participate in both the short-term and the long-term disability program. The short-term plan is voluntary and is paid for by the employee. All eligible employees participate in the long-term plan, which is paid for by the district.

Cafeteria Plan

All employees are eligible to participate in the District's Section 125 Cafeteria Plan.

Liability Insurance

The Board shall carry insurance to protect employees from unnecessary lawsuits resulting against the employee when the employee has used good judgment in handling a given situation.

The district pays for the driver physicals and drug testing associated with licensure for the bus driver position.

Health Insurance

Compliance Authority: The District may, in its sole discretion, make changes to health insurance, including but not limited to, health benefits, eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. Such actions may also be implemented in order for the District to comply with

regulatory provisions of the Internal Revenue (IRS), e.g. non-discrimination in benefits provisions [IRC 105(h), IRC 125], and to minimize tax liability for the district and/or benefit recipients underneath such regulatory provisions. Changes to health benefits, eligibility standards, coverages and contribution levels include, but are not limited to, changes in the sections addressing health insurance in the employee handbook.

COBRA Benefits

COBRA is a federal law established to allow employees and their covered dependents, which lose their insurance coverage, an extension of that coverage (health, dental or vision insurance) for up to 18 months* or 36 months** depending on the qualifying event. An employee has 60 days to notify us of an event.

Qualifying Event + Loss of Coverage = COBRA

Examples of qualifying events are:

- a. Severance of employment.
- b. Reduction in hours (includes leave of absence).
- c. Death of employee (Spouse and family is offered COBRA).
- d. Ineligible dependent (Over age limit or no longer lives at home).
- e. Divorce or Legal Separation.
- f. Medicare entitlement.

* 18 Months of COBRA coverage is offered to employees who sever their employment or have a reduction of hours.

** 36 Months of COBRA coverage is offered when the event is death, divorce, legal separation, ineligibility of a dependent, or Medicare entitlement.

Employees who have any questions about continuation of Health Plan participation should speak to the District Business Manager.

JOB CLASSIFICATIONS

Class I - Professional Staff

Full-time

Permanent Part-time

Class I - Employees include:

- A. Administrators
- B. Teaching Staff

Class II - Support Staff

- A. 12 month Full-Time
- B. 10+ month Full-Time
- C. 9 month Full-Time
- D. Permanent Part-Time

~~Class IIA – (12 Month Full Time) Employees include:~~

- ~~A. Janitorial Staff~~
- ~~B. Administrative Secretary~~
- ~~C. Technology Coordinator~~
- ~~D. Transportation Supervisor~~

~~Class IIB – (11 Month Full-Time) Employees include:~~

- ~~A. High School Secretary~~
- ~~B. Elementary Secretary~~
- ~~C. Special Education Secretary (32 hours)~~

~~Class IIC – (9 Month Full-Time) Employees include:~~

- ~~A. Paraprofessionals~~
- ~~B. Bus Drivers~~
- ~~C. Food Service Staff~~

~~Class IID – Employees Include:~~

- ~~A. Nurse~~
- ~~B. Janitorial Staff (Less than 12 month)~~

Class III – Temporary or Limited Term Part Time Employees

~~Class III Employees include:~~

- ~~A. Limited Term Summer Employees~~
- ~~B. Off-Staff Coaches and Advisors~~

Support staff who work the following hours are eligible for the following classification of benefits:

<20 hours/week = not eligible for benefits

20-29 hours/week = part-time benefits

30-40 hours/week = full-time benefits

Salary and Benefit Summary for 2020-21

Support Staff: Custodial, Paras, Cooks		Secretarial Support Staff	
1.81% to Base from 2019-20	0.27	1.81% to Base from 2019-20	.30
2019-20 Base	15.13	2019-20 Base	16.75
0 years	\$15.40	0 years	\$17.05
1-3	\$15.66	1-3	\$17.31
4-7	\$16.10	4-7	\$18.13
8-10	\$16.54	8-10	\$18.95
11-14	\$16.98	11-14	\$19.77
15-18	\$17.42	15-18	\$20.59
19-23	\$17.86	19-23	\$21.41
24+	\$18.30	24+	\$22.23
Bus Driver Routes per Hour		Substitute Staff	
1.81% to Base from 2019-20	.31	Teacher Subs Full Day	\$100.00
2019-20 Base	17.27	Teacher Subs 1/2 Day	\$50.00
0 years & Van Route	\$17.58	Teacher Subs Long Term	\$211.07
1 to 4	\$17.71	Sub Support Staff	\$11.40
5 to 9	\$17.80	Student Workers-Min. Wage	\$7.25
10 to 14	\$17.89		
15 to 19	\$17.98		
20 to 24	\$18.06		
25 & up	\$18.15		
Beyond the Bell Bus Route	\$25.00		
Bus Help/Meeting/Co-Curricular	\$14.60		

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the 2020-21 North Crawford School District's Employee Handbook for Support Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

(Employee Signature)

(Printed Name)

(Date)

NOTE: THIS SHEET SHOULD BE SIGNED, DATED, AND HANDED IN TO THE DISTRICT OFFICE. EMPLOYEES ARE ENCOURAGED TO MAKE A COPY OF THE SIGNATURE PAGE WITH APPLICABLE SIGNATURE AND DATE FOR THEIR PERSONAL RECORD.

North Crawford



TROJANS

Elementary Parent/Student Handbook 2020-2021

North Crawford Elementary School Student Handbook (Approved 8/19/2019)
This information is also available at www.northcrawford.com

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AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

An Automatic External Defibrillator (AED) is located on the wall in the hall across from the main gym between the two offices. The AED is a medical device, which provides verbal instructions, and an instrument to deliver an electric shock to a person whose heart has stopped beating.

ATTENDANCE POLICY

Regular and punctual attendance is necessary to ensure success and establish good work habits. To maximize the educational benefits of school, regular and consistent attendance is essential. According to state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse.

The elementary principal will determine if the student's absence is excused or unexcused. Thus all attendance/absence communication must be first made with the elementary office. This information will then be distributed to the teacher.

Missing any part of the day will be considered an absence.

Excused Absences

Students may be excused from school for the following:

1. Sickness/injury (extended sickness may require a doctor's excuse). **After 10 sickness absences, a doctor's slip will be required to excuse the absence.**
2. Doctor, dental and counseling appointments that cannot be arranged outside of school hours. Written verification from the professional will be needed to excuse every absence. **All medical appointments without a doctor's slip will count towards sickness absences.** Written verification will need to include specific dates of coverage.
3. Emergencies (death, funeral, court, legal appointments, etc.).
4. Religious holidays.
5. The total absences may not exceed 15 days. Every absence after 15 days must be accompanied by a medical excuse.

Excused Absences From Parents

A parent or guardian may excuse, for any reason, a child for up to ten days in a school year. The parent **must** excuse the child **in writing before** the absence.

Absences After Programs

Parents of students participating in a school program/concert must sign the student out in the Elementary Office. This will not be counted as an absence.

A written note must be submitted to the elementary office before non-participating students are taken home after school programs/concerts and for participating students in a classroom program/concert since this is considered a parent permission absence.

Excessive Absences

A parent may submit 10 excuses for their child's illness during the school year. This will include illness for any part of a school day. **If a student exceeds the allotted absences, the parent will need to provide a written excuse from a doctor for all subsequent illnesses. Parents should understand that their child has only 15 total days during the school year to be absent, any absences after 15 must be accompanied by a medical excuse.**

Unexcused Absence

An unexcused absence is an absence from school for any reason other than mentioned above. An unexcused absence causes a student to be considered truant. Students who have an unexcused absence will not be allowed to attend or participate in after school activities or events.

Parents have 5 school days from the date of the unexcused absence letter to provide a written excuse for an unexcused absence. For unexcused absences which occur at the end of the second semester, parents will have 5 working days from the date of the unexcused absence letter to provide a written excuse for an unexcused absence.

Parent Responsibility

Parents or guardians must notify the school between 7:00 AM & 9:00 AM on the day their son or daughter is to be absent. The only exception will be the parent or guardian with no phone. Upon returning to school, the student must bring a **written** excuse from his/her parent or guardian stating the time period for which it is effective. Failure to do so will result in an unexcused absence for the student.

Truancy

Each school attendance officer will notify the parent or guardian of a child who is a simple or habitual truant when the child initially becomes a simple truant.

“Simple Truancy” means a student who is absent from school without an acceptable excuse for part or all of 3 school days during a semester. “Habitual truancy” means a student who is absent from school without an acceptable excuse for part or all of 5 school days during a semester.

Late Arrival

Classes begin at 8:05AM. Students arriving after 8:05AM **must** report to the office to receive an admit pass. An unexcused tardy is a late arrival for any reason other than those listed under excused absences. An unexcused tardy does count towards truancy for a student.

Permit To Leave School Early

In the interest of safety, no student is to leave school during school hours, unless the parent has given permission. Please adhere to the following procedure: Parents or guardians should pick up the child. Please report to the office and we will have your child meet you there. If you are unable to pick up your child, send a note to the office indicating the time that you want your child to be excused. Students leaving anytime prior to the end of the regular school day will be considered leaving early and will be marked accordingly.

BEHAVIOR EXPECTATIONS

The elementary staff believes that it is important to provide a positive, safe and appropriate atmosphere that is conducive to learning. Students need to develop and employ positive behaviors and attitudes. Disruptive students can upset the educational atmosphere for the staff and other students.

PBIS (Positive Behavioral Intervention and Supports in School)

PBIS is a team based, systematic approach in teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who are able to model these behaviors and has systems in place to support students who have a difficult time or may present with more challenging behaviors. It is a school-wide discipline system

that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, offices, cafeteria, playground/school grounds etc.).

Birthday Invitations

The elementary staff recognizes the importance of celebrating birthdays in a child's life. We ask that all invitations be handled outside of school.

Vending

Students are not permitted to purchase items from the vending machines during the school day including immediately before or after school.

BULLYING POLICY

Introduction

The North Crawford School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

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

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy **AND WILL BE REFERRED TO LAW ENFORCEMENT**. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or guidance counselor.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building administrator or guidance counselor (a school staff member or administrator designated by the Board of Education to be a recipient of such reports.)

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

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following North Crawford School District employees have been identified as the investigator: Brandon Munson, Zoe Ellerbusch, Julie Kruizenga.

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

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or

referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

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

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

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

BUS POLICY

Parents requesting their student to ride a different bus from school must provide a written note/phone call to the office by 3:00PM to ensure timely transportation notification. As soon as the students arrive at school in the morning, they are asked to turn their bus request in to the office and return to the office to pick up the note before riding on the bus. Students or parents need to contact the transportation director to ensure that there is sufficient room for the student to ride on the different route.

We ask that parents/child care providers meet young students, or give a visual sign to the bus driver after the students have departed from the bus.

Please remember that if you send a note for your son or daughter to be picked up or dropped off at a different location, the location should be on an established bus route.

If your child(ren) is/are not riding the morning bus route, please call the bus garage by 7:00 a.m. at 624-3484. This message will then be relayed to the bus driver, to assist with efficiently running the bus route.

CLASS LIST DEVELOPMENT PROCESS

Whenever possible, a student shall be placed in the teaching learning situation in which he/she shall receive the kind of instruction best suited to his/her ability to progress in school. Placement shall be based on the child's academic achievement, chronological age, mental ability, social and emotional adjustment, physical characteristics, and parental request.

Parent input forms will be sent home with students in April. These forms will provide families an opportunity to share valuable input on an ideal learning environment for their child. Direct teacher request will not be permitted. The district has the final say in the assignment. Parents will be notified of this policy through the district newsletter one month before the deadline.

Notification of teacher assignment for the following year will be communicated through a Summer Registration Day occurring in August. Adjustments to the class lists will be made based only on students moving in or out of the district. If an imbalance in class size results from this movement, some students may be reassigned to a new teacher.

Students recommended for placement in special education programs shall be placed upon consent of the child's parent/guardian. If specific special education programs are not available within the district, arrangements shall be made with other school districts or the Cooperative Educational Service Agency (CESA).

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

The North Crawford School District will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It will be the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to students or student information is requested.

Both custodial and non-custodial parents have the right to:

- a. View the student's school records.
- b. Receive school progress reports and all school mailings
- c. Attend parent/teacher conferences
- d. Visit the student briefly at school

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Except as otherwise provided, only the custodial parent will be permitted to remove a student from school. If a non-custodial parent asks to remove a student from school, established procedures will be followed.

Guidelines For Non-custodial Parent Visits With A Student At School/Removal Of A Student From School

A. Visits With A Student At School

If a non-custodial parent asks to visit with a student at school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request and the conditions under which the visit will occur.
2. The student will be summoned to the office and remain in the office area for the duration of the visit. (The school may require the visit to be in the presence of a guidance counselor or principal.)
3. The student will be returned to class at the end of the visit by the guidance counselor or principal.

B. Removal Of A Student From School

If a non-custodial parent asks to remove a student from school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request.
2. Only if the custodial parent agrees with the request will the school release the student.
3. If the custodial parent cannot be reached or if the custodial parent objects, the student will not be released.

DELAYED START, EARLY DISMISSAL & SCHOOL CLOSING

In case of poor weather conditions and school is closed, a delayed start or an early dismissal occurs, an announcement will be made on the following *radio and television* stations:

WVRQ--102.3 FM--1360 AM-----VIROQUA
WPRE--94.3 FM--980 AM---PRAIRIE DU CHIEN
WRCO--100.9 FM--1450 AM---RICHLAND CENTER
WIZM/Z-93.3 FM---LA CROSSE--As time & phone lines permit
WKBT—CHANNEL 8—LA CROSSE
WXOW—CHANNEL 19—LA CROSSE

North Crawford School District website at www.northcrawford.com
Automated phone message from North Crawford Schools through Skylert

On the day of a late start, the bus drivers will begin their route 10 minutes earlier to account for slower travel.

Please do not call the school to determine if school is closed, delayed or closing early.

Breakfast will not be served on the morning of an unplanned late start.

DIRECTORY INFORMATION

Information such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released unless parents or adult students refuse the release, in writing, of their own initiation.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The school web page;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.) If you do not want North Crawford School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. North Crawford School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy #411 in school programs or activities shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal or other person of his or her choosing for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review, with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she may appeal the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision

regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.

6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days to appeal the decision in writing to the State Superintendent of Public Instruction
8. Discrimination complaints relating to the identification, evaluation, education placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with procedures established by the district's special education director/coordinator.
9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

DRESS CODE

DRESS AND GROOMING

The responsibility for the appearance of the students rests with the parents and students. They have the right to determine such student's dress providing that such attire is not destructive to school property, complies with the health code of the State of Wisconsin and does not interfere with the educational process.

A student should be appropriately dressed and groomed for school. In establishing a policy of student dress and grooming for North Crawford Elementary, such factors as health, hygiene, safety, indecency, and the disruption of the educational process are considered. Unusual and bizarre dress or grooming can be detrimental to the development of a positive climate for teaching and learning.

The following are the minimal dress requirements: 1) Shoes are to be worn except by request of a teacher. 2) No coats, hats, **head scarves** or other types of headgear are

allowed to be worn by males or females in the classrooms or hallways between the hours of 8:10 a.m. to 3:30 p.m. 3) No clothes that promote drugs or alcohol or inappropriate, offensive, or suggestive language or symbols will be permitted. (i.e. Alcohol, drugs or tobacco symbols.) 4) Tube tops, and exposed midriffs (no belly skin) , shorts/skirts that reveal undergarments or any body part that these garments cover, and low-rise jeans that expose underwear are prohibited unless covered by a blouse or shirt.

Students will be expected to attend school in neat, clean and modest clothing. When a student's appearance disrupts the educational process, he/she may be subject to disciplinary action.

Teachers or staff may refer a student to the office if they feel a student's attire is disruptive to the classroom or if they find the revealing nature of the attire objectionable.

EARLY ADMISSION

A child is eligible to enter 4-year-old kindergarten if they have become four years of age, or kindergarten if they have become five years of age, or first grade if they have become six years of age on or before September 1 in the year he/she proposes to enter school. There is no early admittance to any of these programs.

Education of Homeless Children and Youths

Annual Notice

It is the policy of the North Crawford School District and the duty of the Homeless Liaison to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State Of Wisconsin and SASD academic standards, are not segregated on the basis of their status as homeless, are provided with comparable services, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

If your family lives in a shelter, motel or campground due to lack of an alternative adequate accommodation, in a car, park, abandoned building, or bus or train stations, or doubled up with other people due to loss of housing or economic hardship, your school aged children may qualify for certain rights and protections under the federal McKinney-Vento Act. If they qualify your eligible children have a right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is

your preference. (If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin if you requested this.

Questions may be directed to the District Homeless Liaison, Cara Wood, Director of Pupil Services.

ELECTRONIC DEVICES

No student shall be permitted to use or possess an electronic paging or two-way communication device (i.e. beeper, cell phones, picture phones, etc.), laser pointers, trading cards or any other objects of significant value on school premises, except as specifically authorized by the building principal. Students must obtain advance permission from the principal to be in possession of a cell phone during school hours for such purposes as medical or other legitimate use. All unauthorized communication devices may be checked in the elementary office for use before and after school. Students violating this policy shall be disciplined according to the following procedures: 1st offense – removal of phone, 2nd offense – detention & phone returned to parent, 3rd offense – suspension & phone returned to parent. (Re: Wisconsin Statutes)(Ref.: 443.2)

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/unit leader and processed in accordance with established procedures

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with

reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled even if they are not covered under the district's special education policies and procedures.

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

Notice of this policy and its accompanying complaint procedures shall be published annually in the Crawford County Independent and posted in each school building in the district.

FACILITY SCHEDULE

Students should arrive at school between 7:45 & 8:00 AM and will be dismissed by 3:30 PM. **Students staying after school must be under the direct supervision of a staff member.** Students will not be allowed to stay after school to wait for a sibling.

Elementary Office hours are from 7:30 AM to 4:00 PM during the school year.

FIELD TRIPS

Field trips are planned to enrich the school curriculum. You will approve or deny one general permission slip as part of your online registration at the beginning of the year. You will be notified of all bus field trips in advance and will not receive additional permission slips. Chaperones are chosen per teacher discretion, Chaperones are supporting teachers in the supervision of students while they are outside of the school building. For this reason, siblings may not accompany parents on field trips.

FOOD SERVICE

The food service program provides a breakfast and lunch program. The cost of a breakfast is \$1.10 and a lunch is \$2.60. Students that qualify for Reduced Meals eat breakfast for free, and pay \$.45 for lunch. Extra milk can be purchased at a cost of \$.30. Each student will be issued a pin number to be used to purchase breakfast and/or lunch. When the student passes through the lunch line, he/she will input their pin number in the numerical keypad.

The computer will deduct the appropriate fee from the family account. Your family will be notified when you reach a negative balance. Meals are to be paid for in advance. Please maintain a positive food service balance. Please send your lunch money to the office with your child to deposit in your family account. The program offers free or reduced priced meals to income eligible families. Applications may be obtained from the office and are found in the Back to School newsletter.

Food service money should be brought to the elementary office upon arrival at school. If possible, please send the lunch money in the form of a check. If payment is made in cash, please enclose the money in an envelope, write on the envelope the amount of deposit, the account name and indicate that the money is for the food service program. In an effort to increase student wellness, we ask that students do not drink soda during lunch.

Milk Break

Students in pre-kdg. through 5th grade may elect to participate in the milk program. The cost will be \$0.30 per carton. Milk break is part of the lunch account and will be deducted accordingly.

LICE

Based on the recommendations of the American Academy of Pediatrics, the Centers for Disease Control, and the National Association of School Nurses, children found to have head lice do not need to be sent home early from school. They can finish the school day, be treated, and return to school after appropriate treatment has begun. Head lice can be a nuisance and are common in childhood. They do not spread disease, and in-school transmission is rare. Management of head lice should not disrupt the educational process.

The burden of unnecessary absences to students, families and communities and the consequences suffered from negative social stigma far outweigh the nuisance associated with head lice. The following are guidelines for managing head lice in the school setting:

1. Teachers and/or parents may request that a student be checked for lice, based on excessive head scratching, student report of a “crawling” feeling, or observation of suspected lice and/or eggs.
2. The student will be screened by the health assistant or school nurse in a private location.
3. Students with live lice will be allowed to remain in the classroom until the end of the day, but should be discouraged from close head-to-head contact with other students.
4. In rare situations a student may be sent home. Sending a student home is determined on an individual basis and in consultation with the school nurse. Common sense should prevail when making a plan to send a child home (a child with a heavy infestation vs. a child with a couple of live lice).

5. Parent/guardian should be informed of the findings by phone. Information on head lice and treatment will be provided to the parent/guardian. It is expected that parent/guardian will treat the child before sending them back to school.
6. The student may return to school the next day after treatment. The nurse or health assistant will determine if a student has been treated based on parent/guardian report and visual inspection.
7. Confidentiality will be maintained. Names of children will not be shared with other students or parents (note: children do tend to share this information with other children).
8. The school nurse will assist in follow up of children with recurrent head lice cases by providing education and support to families and making a plan for monitoring at intervals at school.
9. The principal, school nurse and other appropriate individuals will establish a plan if the above steps are not effective.

LOCKERS

Lockers are provided for student use. The lockers are the property of the school and can be entered by school personnel at any time. Do not store money or valuables in the lockers.

Locker Rules

1. No locks.
2. No unauthorized signs, posters, stickers, etc. on the inside or outside of the lockers.
3. Do not leave anything in the locker overnight.
4. Only use your locker.
5. Locker use is limited to: before school, recess and after school.

NOTES FROM PARENTS

A written parental note giving permission for your child to go home with another child or parent should also include the first and last names of the students involved. Also, please be sure that both sets of parents are aware of the arrangements.

NURSING SERVICES

The school nurse will be available everyday to assist students if they become ill or injured during school. Parents should annually notify the school of any specific health needs of their child.

Medication

Whenever possible, medications should be administered to students at home rather than at school. Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist. A Medical Administration Form is available in the office or from the school nurse. The prescription medicine must be in the original medicine bottle, labeled with the child's name, the name of the drug, the dosage, the time to administer and the physician's name. Written instructions and parental consent must also be obtained before administering any nonprescription medications to students.

Inhalers

Assembly Bill 783 allows all students with asthma and other respiratory illnesses to carry their inhalers with them at school. While in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all the following are true; the pupil has the written approval of the pupil's doctor and if the pupil is a minor, the written approval of the pupil's parent or guardian and the pupil has provided the school principal or nurse with a copy of the approval

SCHOOL REQUIREMENTS

Age/Grade	Number of Doses					
	DTP/DTaP/DT	Tdap	Polio	MMR	Hep.B	Var
Pre K (2 years - 4 years)	4 DTP/DTaP/DT		3 Polio	1 MMR (5)	3 Hep.B	1 Var (6)
Grade K - 1 (1)	4 DTP/DTaP/DT/Td (1)		4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)
Grades 2 - 5	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 6 - 7	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B.	2 Var (6)
Grades 8	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 9 - 10	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grades 11	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 12	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)

1. DTP/DTaP/DT/Td vaccine for students entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

PETS

Students are not to bring pets or animals to school without prior administrative approval. Under no circumstances are pets or animals to be transported on the bus.

PHONE NUMBERS

Elementary School-----624-5201
 Bus Garage-----624-3484
 High School-----735-4311
 District Office-----735-4318
 District Office Fax-----735-4317

PLACEMENT PROCEDURES

School Admissions

Before admittance to school, every child must present ALL school records. This includes the necessary health and immunization records as required by the Department of Public Instruction, the Department of Health and Social Services and state law.

Parents/guardians who are requesting enrollment of their children in the North Crawford School District must submit the following information before a student may attend school:

1. Identifying information (i.e., name, date of birth, chronological age, address),
2. Summary of developmental background including previous instruction provided or programs attended as found in official school records (Cumulative File), transcripts, summaries of coursework completed or alternative educational programs completed by the child prior to the request for entrance into the North Crawford School District.
3. Record of immunizations as required by the state of Wisconsin.

4. Record of any health condition that may affect a student's education, i.e. asthma, ADD, ADHD, Diabetes, life threatening allergies, etc.
5. Each student entering kindergarten must provide evidence of a completed basic physical examination.
6. Each student entering kindergarten is encouraged by State Statute 118.135 to provide evidence of an eye exam by an optometrist or physician, by December 31 following the student's enrollment. Evidence of the eye exam will be placed in the student's Cumulative File.

The counselor, school nurse and Director of Pupil Services will review all of the submitted information. A recommendation for grade placement, schedule of courses in which the child will enroll and additional graduation requirements will be presented to the principal for approval. A competency based evaluation may be required in order to ensure proper placement.

PUPIL PROGRESS

Students' academic progress is evaluated on a regular basis. Parents will receive mid-quarter progress reports and a report card at the end of each quarter. The first quarter report card will be distributed at parent/teacher conferences.

SPECIAL EDUCATION PROCESS

The School District of North Crawford solicits and receives referrals on all students and children with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person (teacher) who submits a referral must inform the parent of their intent to make the referral. The referral must be in writing and the form can be obtained from the Student Services Office. It must include the reasons for the referral, the documentation of informing the parents, and measurable pre-referral interventions that were attempted in the general education environment to meet the child's needs.

When a child is suspected of being a child with a disability the Student Services Director shall appoint an evaluation IEP team and consent for the evaluation will be acquired before the assessment begins. A determination of a disability cannot be based on a lack of instruction in reading or math, Limited English Proficiency, environmental, cultural or economic disadvantage. If the IEP team determines that the child has a disability, an Individualized Educational Program (IEP) is developed. The Individuals with

Disabilities Act (IDEA) mandates the School District of North Crawford provide children with disabilities a free appropriate public education in the least restrictive environment that is educationally appropriate.

The composition of the IEP team shall include: 1.) The parent(s), 2.) At least one special education teacher, 3.) At least one regular education teacher, 4.) A representative of the Local Education Agency, 5.) An individual who can interpret the instructional implications of the evaluation results, 6.) Other individuals who have knowledge or special expertise regarding the child, and 7.) The child with the disability, whenever appropriate.

As appropriate with modifications, children with disabilities shall participate in state and district wide assessments. They shall continue to be required to be taught in the general education environment with supplementary aids and services, to the extent appropriate as determined by the IEP team. A child with disabilities shall be re-evaluated at least every three years, if the parent or teacher request it, or if the IEP team request it. For a re-evaluation, if the IEP team determines that no additional data is needed to establish whether the child continues to have a disability, the IEP evaluation team shall not be required to conduct an assessment. An IEP must be reviewed at least annually.

The North Crawford School District has a full continuum of special education services. The following programs are an integral part of our education system at the elementary, junior, and senior high levels:

- A. Early Childhood (ECH) (3 to 5 years of age)
- B. Resource Rooms to assist with all disabilities
- C. Speech and Language (S/L)

Related services, which can be provided, include:

- A. Occupational Therapy
- B. Physical Therapy
- C. Transportation
- D. Counseling
- E. Psychological Services
- F. School Health Services
- G. Orientation and Mobility
- H. Specially Designed Phy Ed
- I. Audiology
- J. Educational Interpreting
- K. Rehabilitation Counseling Services
- L. Speech and Language

Students may be eligible to qualify in the following special education disability areas.

Autism
Emotional Behavioral Disability
Hearing Impairment
Specific Learning Disability
Cognitive Disability
Orthopedic Impairment
Other Health Impaired
Significant Developmental Delay
Speech and Language Impairments
Traumatic Brain Injury
Visual Impairment

Further elaboration in each area may be received by contacting the Student Services Director at 624-5201.

STUDENT SEXUAL HARASSMENT

It is the Board of Education's desire to maintain and ensure a learning environment free of any form of sexual harassment or intimidation.

The North Crawford School District shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another or other individual(s).
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.

4. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other administrator or the school psychologist. The employee will report the complaint to the appropriate person. All complaints will be recorded on the North Crawford School District Sexual Harassment of Students Complaint Form (Board Policy 443.5-Exhibit). All complaints shall be investigated and acted upon in a timely manner. Students may appeal decisions regarding the complaint using the appeal procedure described in Policy #411-Rule. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

VISITATION

Parents are encouraged to observe their child at work in the classroom. One of the best ways to understand the instructional program is to visit. Advanced arrangements should be made with the teacher. All visitors to the building must stop in the school office to receive authorization to visit elsewhere in the building. Students wishing to bring a guest

to school must obtain prior approval from the school office. (Student visitors are not encouraged to visit the classrooms.)

BOARD OF EDUCATION

Mrs. Jill Stefanek
Mr. James Dworschack
Mr. Aaron Fortney
Mrs. Tanya Forkash
Mrs. Mary Kuhn
Mr. Terry O'Donnell
Mrs. Judy Powell

ADMINISTRATION

Mr. Brandon Munson
Mrs. Amanda Killeen
Mr. Toby Tripalin
Mrs. Cara Wood

ELEMENTARY STAFF

ECH

Mrs. Cindy Peterson

4 Year Old Kindergarten

Mrs. Sharon Jeardeau

Kindergarten

Mrs. Bethany Seiser
Mrs. Sue Klema

First Grade

Mrs. Amanda Wedeberg
Mrs. Sarah Haefer

Second Grade

Mrs. Julie Kruizenga
Ms. Amy Anderson

Third Grade

Mrs. Jean Ottaway
Mrs. Chelsea Beinborn

Fourth Grade

Mrs. Hayley Schaub
Mrs. Alyssa Page
Ms. Shelly Biggin

Fifth Grade

Mrs. Rachel Nielsen
Mr. Thomas Seland

Interventionist

Mrs. Jamie Bearrows

School Counselor

Mrs. Zoe Ellerbusch

Physical Education

Ms. Anna Davidson

Music

Mr. Paul Cota
Mr. Derrik Junker

Nurse

Mr. John Powell

Art

Ms. Brandie Myhre

Cross-Categorical Resource

Mrs. Carrie Galindo
Mr. Joe Ellerbusch

Keyboarding

Mr. Scott Hubatch

Library Media Specialist

Mrs. Liz Bransky

Speech/Language Pathologist

Mrs. Melinda Biege

Elementary Admin. Assistant

Mrs. Tina Volden

Special Education Assistant

Mrs. Kari Davidson

Food Service

Mrs. Janet Pittsley

Mrs. Jen Kapinus - Director

Mrs. Jessica Pugh

Mrs. Connie Torgerson

Paraprofessionals

Mrs. Heidi Stovey

Mrs. Laurie Opprecht

Mrs. Patty Kvigne

Mrs. JoEllen Young

Mrs. Deb Varo

Mrs. Kim Heister

Custodial

Mr. Dan Eitsert

Mr. Doug Gander

Mr. Harry Heisz - Director

Mr. Dale Spencer

District Office

Mrs. Angela Redman

Mrs. Angie Boland

Mr. Brandon Munson

Technology Coordinator

Ms. Donna Starkey

Transportation

Mr. Kevin Burke- Director

Mr. Mark Bergemann

Mr. Wayne Goplin

Mr. George Reed

Mr. Gary Schmitt

Mr. Stan Turben



North Crawford School District 2020-21 District Calendar



August				
M	T	W	T	F
17	18	19	20	21
OH 24	25	26	27	28
31				

January				
M	T	W	T	F
18	Q3 19	20	21	22
25	26	27	28	29

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	PTC 21	22	23
26	27	PTC 28	29	30

March				
M	T	W	T	F
1	2	PTC 3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Q4 29	30	31		

November				
M	T	W	T	F
2	3	4	Q2 5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

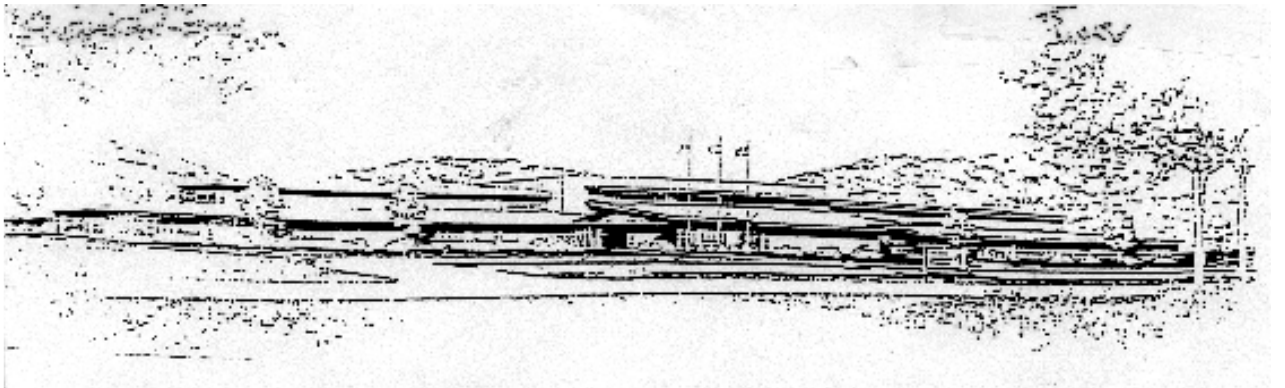
May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11

Color Coding Index:	Graduation	Inservice Days	Open House:
Vacation	May 29th 10:00	August 18th	August 24th
Staff Inservice		August 20th	Students' First Day of School
Students' 1st and Last Day of School	Musical	August 24th 11:00-7:00	September 1st
Parent Teacher Conferences:	TBD	August 25th	Students' Last Day of School
October 21st & 28th 4:00-7:30	Play	August 26th	June 2nd
March 3rd 4:00-7:30	TBD	August 27th	
		June 3rd	

North Crawford



Middle/High School Student Handbook 2020-2021

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact Mr. Tripalin, the building Principal or Mrs. Colsch the Guidance counselor. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised after September 1, 2017 the language in the most current policy or administrative guideline prevails.

Mission of the School

“United in building knowledge and character for the challenges of tomorrow”

This information is also available at www.northcrawford.com

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Academic Responsibilities /Academic Honesty

We expect student to behave and communicate with honesty and integrity. Students found cheating on work/tests, copying others work or plagiarizing will receive a zero for the work/test, etc. and may be subject to discipline. Parents will be notified of any student who willfully allows others to cheat or does the work/test for another student will also be subject to discipline.

ACCIDENTS

The North Crawford School District believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and filing of accident reports. Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge. An accident report form will be completed by the person in charge and returned to the school office. That form can be picked up from the office by the student or parent and submitted if medical treatment is necessary.

ADULT STUDENTS

All North Crawford Middle/High School students, regardless of age, shall comply with the school policies as outlined in this handbook and as established by the North Crawford School Board. The middle/high school administration will communicate as necessary with the parents of all students, even though a student may have reached the age of 18. Eighteen-year-old students are allowed to excuse themselves to and from school but must still abide by the attendance policy as outlined in this book.

ANNOUNCEMENTS

If a student wishes to have something announced, it must be approved by the advisor and submitted to the office for approval by the principal by 7:50 a.m. of that day.

ASSIGNMENTS

If an assignment is not completed or turned in to a class when due, the students may be required to stay after school to complete it before being eligible for co-curricular participation. Any student working on an assignment at school outside of school hours must be under the supervision of a staff member.

ATTENDANCE

Regular attendance is a basic requirement for achievement in school. It is the legal responsibility of parents to see that their children attend school.

Teacher Responsibility: Teachers are required by law to take daily attendance and maintain a record of absences and inform the building administration daily of absences.

Students involved in co-curricular activities may have additional requirements. See co-curricular code handbook.

- **EXCUSED ABSENCES**

For an absence to be considered excused, the parent or other designated person must call or notify the high school via Skyward between 7:00 a.m. and 9:00 a.m. the day the student is absent. (The only exception will be the parent or guardian with no phone.) Upon returning to school, the student **must bring a written excuse** from his/her parent or guardian stating the time for which it is effective and present it to the office upon their return to school. Failure to notify the school in a timely fashion will result in an unexcused absence for the student.

Students may be excused from school for the following:

1. Sickness (An extended sickness, five (5) or more consecutive days or frequent absences, may require a written statement from a medical, dental, chiropractic, optometry, psychological, or other licensed practitioner.)
2. Doctor, dental and counseling appointments that cannot be arranged outside of school hours. Written verification from the professional will be required for all medical appointments. All medical appointments without a doctor's slip will be considered a sick day.
3. Driver's exams
4. Special circumstances that show good cause, which are approved in advance by the building administrator.
5. Religious holidays.
6. Required Attendance-including but not limited to: a) Military physical b) Court appearance.

7. The total absences may not exceed 15 days. Every absence after 15 days must be accompanied by a medical excuse

- **PARENT PERMISSION ABSENCES:** A parent or guardian may excuse their child, for any reason other than those mentioned above, for up to ten days in a school year. **The parent must excuse the child in writing before the start of school on the date of the absence.** Parent requested absences beyond the ten (10) would be deemed unexcused.
- **EXCESSIVE ABSENCES:** A parent may submit 10 excuses for their child's illness during the school year. This will include part of a school day. If a student exceeds the allotted absences, the parent will need to provide a written excuse from a doctor for subsequent illnesses. Parents should understand that their child has only 15 total days during the school year to be absent, any absences after 15 must be accompanied by a medical excuse
- **ADVANCED MAKE-UPS:** Students who know in advance that they will be absent from school for a partial, full or multiple days should contact the office for an "Advanced Make-up Slip". It is required that parental requests for such pending absences be given to the high school office prior to the absence. The office will issue an advanced make-up slip on which the teachers will assign work, which needs to be done in the student's absence.
- **AGE OF MAJORITY:** Students 18 years of age and above must attend all assigned classes, in school activities, and follow all school rules, including attendance. If a student is eighteen (18) or older and chooses not to follow the rules and policies of the school district, that student will be asked to cease attendance.
- **PERMISSION TO LEAVE DURING THE DAY:** Occasionally events such as medical appointments necessitate a student leaving school during the school day. In such an event, the student must report to the office BEFORE school in the morning. A written note signed by the student's parents or guardian stating the date, time, and reason for leaving, or a doctor or dentist's appointment card must be presented. We do expect students to be present in the morning of an afternoon appointment or to return to school after the appointment is finished. Students may not leave school without the permission of a parent, immediate relative, or emergency contact person listed on their emergency card. Students leaving the school during the school day (except those scheduled on a regular basis for work release, youth options, etc.) must obtain administrative office (not office aides) approval and sign out in the high school office before leaving. When returning during the school day, they must sign in the office.
- **MAKE-UP WORK**
Students who are excused will have one day plus the number of days absent to make up missed work. It will be the students' responsibility to get the assignment and to complete it within the time allotted or they will receive an "F" for the work missed.
- **WALKING OUT OF A CLASS:** Students that walk out of a class will be considered unexcused and skipping that class and will fall under the discipline steps for that action.
- **TARDINESS TO CLASS:**
Students are to report to their first period class when the warning bell rings. Attendance is recorded at the beginning of each class period. Students are expected to be in class prior to the class bell. Students unable to secure a pass during the passing period and report to their assigned class prior to the bell will be considered unexcused tardy.

If a staff member detains a student, a pass from that person must be presented to the next period teacher. The student may present a pass or acceptable excuse to the office/teacher within 2 days of the occurrence in order to clear the record.

**Students will be allowed five tardies each quarter. A student who exceeds five tardies per quarter will be subject to disciplinary steps and possible simple truancy citations for continued tardiness to class. Students will be assigned a detention for every tardy beyond five for the quarter. Continued tardies in a quarter will result in further disciplinary action. If tardiness continues to be an issue than they will move up the disciplinary step ladder and will have their phone privileges revoked.

- **TARDINESS TO SCHOOL:**
Students are expected to be in their classroom when the bell rings at 8:05 a.m. When students are late to school, they must report to the office and sign in before attending classes.

- UNEXCUSED ABSENCES

1. Unexcused absence occurs when a pupil is absent with or without the consent of his/her parent(s)/guardian(s) for reasons not recognized by Wisconsin Statutes and/or School Board Policy.
2. Students who are 10 or more minutes late to class without an excused pass are charged with an unexcused absence. Absence from a class without the teacher's permission or a valid pass will be unexcused and subject to disciplinary action.
3. Skipping will not be tolerated. Students guilty of skipping one or more classes will be subject to disciplinary and truancy action. See E-9 in the Disciplinary Code.
4. An unexcused absence is an absence from class or school that has not been excused as described above in the attendance section.
5. Students who are unexcused will not be allowed to make up work or a test, unless it is a grading period, major project or final exam.
6. Absence is considered unexcused unless appropriate notification procedures have been followed (telephone call and/or written excuse). Unexcused absence is considered truancy.
7. Examples of unexcused absences include, but are not limited to: oversleeping, haircuts or other appointments pertaining to grooming, missing the bus, leaving the building without approval, car problems, and repeated/excessive tardiness to class.
8. Students unexcused absent part or all of five school days in a semester are considered a "Habitual Truant" and subject to truancy action under Wisconsin Statute.
9. Repeated unexcused absences will result in disciplinary actions ranging from detentions to suspensions and truancy action.

Parents have 5 business days from the date of the phone call notifying them of the unexcused absence to provide a written excuse.

- TRUANCY

As per Wisconsin Statute and the Crawford County Truancy Policy, a "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

- CRAWFORD COUNTY TRUANCY PROVISIONS

A student who is verified as a habitual truant will be processed according to the Crawford County Truancy Policy. Parents, guardians and other adults may be fined from \$50.00 to \$600 for contributing to the truancy of a student. Students found to have violated shall be subject to one or more of the following.

1. Suspension of driver's license - not less than thirty days and not more than ninety days.
2. Order to participate in counseling, community service or supervised work program.
3. Order to remain at home except for school or religious worship. Parent may not take child out of the home.
4. Order to attend an educational program.

- PARENTAL NOTIFICATION OF TRUANCY

A warning phone call will be made to parents/guardians following the first two truancy/unexcused absences, stating that future occurrences could result in violations of the Crawford County Truancy Ordinance. (Truancy citations may be issued)

A habitual truancy warning letter may be issued following 3 unexcused absences per semester and a simple truancy citation may be issued. A truancy meeting may be considered in order to determine if a Habitual Truancy is necessary or a doctor's excuse may be necessary to excuse excessive absences.

After continued unexcused absences (4-5) an attendance notification letter will be issued requesting a truancy meeting. Continued unexcused absences following a truancy meeting will result in a final attendance letter notifying the parent of a truancy referral, as required by Wisconsin Statute. Dispositions for habitual truancy are at the discretion of the appropriate county court.

- SENIOR STUDENTS AND TRUANCY

Students who are considered truant may be asked not to walk the stage during graduation ceremonies.

AUTOMATIC ELECTRONIC DEFIBRILLATOR (AED)

Automatic Electronic Defibrillator (AED) is located on the wall in the hall across from the main gym between the two offices. The AED is a medical device, which provides verbal instructions, and an instrument to deliver an electric shock to a person whose heart has stopped beating.

BULLYING

The North Crawford School District is committed to providing all students with a safe and comfortable learning environment in which all members of the school community are treated with dignity and respect. Bullying by students will not be tolerated in the North Crawford School District. Any students participating in bullying behavior will be disciplined according to established policies and procedures. See pages 30-32 for complete bullying policy.

CLOSED CAMPUS

North Crawford Middle/High School is a closed campus. Students are not allowed to leave the building for lunch or during the school day without prior office approval. Work Study and Youth Option students are an exception, and may enter and leave only during the time period approved by the Program Coordinator. Students may not leave the building to go to the parking lot or their car during the school day, unless specifically authorized by the office. Unsupervised areas are closed unless a supervising teacher is present; this includes the gyms during passing periods. Students are permitted to go behind the school in the fenced blacktop area only during the lunch period and only when a supervisor is present. This area is open to students in the fall and spring seasons when weather conditions permit. It is closed during the winter season and inclement weather.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are those voluntary activities outside the regular classroom that do not have an effect on grades or credit received. Most are subject to the Co-Curricular Code. Students may obtain a co-curricular handbook at the office or from the Athletic Director to become familiar with rules and expectations. A current list of all team/club members is to be kept in the office. Students interested in becoming involved in a co-curricular activity should contact the appropriate advisor/coach. (See appendix.)

There are 4 basic types of Co-Curricular Activities at North Crawford:

- 1) Athletic—includes sports and their related personnel such as managers, statisticians, videographers, spirit groups, etc. Athletes must have completed a physical or alternate year form before they can participate each year.
- 2) Department-related—Musical, Drama, Forensics, Spanish Club
- 3) Elected—Class Officers are elected at the beginning of each year.

The National Honor Society (NHS) is the highest academic group recognition for North Crawford students, although a high grade point average is not the only criteria. Members in the NHS must maintain a grade point average of at least 3.2 and be judged to be high in character, leadership, and service by the faculty. Students are eligible to be considered for induction after the first semester of their sophomore year and through their senior year. Often an extra year or two is needed for individual students to develop, especially in areas of leadership and service. Members wear the NHS stole and will be recognized in the graduation ceremony.

The Student Council is comprised of four representatives from each grade 9-12. They are elected at their class meetings at the beginning of each school year. It is the purpose of the NCHS Student Council to experience the democratic process, to give students more of a voice in school matters, to share in the responsibilities to the community in which we live, and to promote better communication between all levels of the school.

- 4) Service/other—SCORE, Youth Leadership, etc.

Co-Curricular Funds & Activities:

All disbursement of funds from clubs must have the approval of the principal. Charges are not to be made unless the club has a signed requisition form from the principal. Secretaries' and treasurers' books may be obtained from the office and are to be returned at the end of the school year. Scheduling of activities must be cleared with the principal at least two weeks prior to the event. The date and time of the activity is to be given to the Principal for scheduling purposes.

COMMUNICABLE DISEASES

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights for the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CUSTODIAL/ NON-CUSTODIAL PARENT RIGHTS AND GUIDELINES

The North Crawford School District will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. If restricted access to students or student information is requested, it will be the responsibility of the custodial parent to provide the school principal with a copy of such a court order.

Both custodial and non-custodial parents have the right to:

- a. View the student's school records
- b. Receive school progress reports and all school mailings
- c. Attend parent/teacher conferences
- d. Visit the student briefly at school

It is the responsibility of the non-custodial parent to inform the school office in writing of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Except as otherwise provided, only the custodial parent will be permitted to remove a student from school. If a non-custodial parent asks to remove a student from school, established procedures will be followed.

GUIDELINES FOR NON-CUSTODIAL PARENT VISITS WITH A STUDENT AT SCHOOL/ REMOVAL OF A STUDENT FROM SCHOOL

A. Visits with a Student at School

If a non-custodial parent asks to visit with a student at school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request and the conditions under which the visit will occur.

2. The student will be summoned to the office and remain in the office area for the duration of the visit. (The school may require the visit to be in the presence of a guidance counselor or principal.)
3. The guidance counselor or principal will return the student to class at the end of the visit.

B. Removal of a Student from School

If a non-custodial parent asks to remove a student from school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request.
2. Only if the custodial parent agrees with the request will the school release the student.
If the custodial parent cannot be reached or if the custodial parent objects, the student will not be released.

DANCES

Grades 9-12 dances are to be concluded by 12:00 a.m. Grades 6-8 dances are to be concluded by 11:00 p.m. The sponsoring group is responsible for cleaning up and returning all equipment to its proper places. Middle school students may not attend high school dances, and high school students may not attend middle school dances.

DANCE POLICY

1. For any dance that is hosted by North Crawford all guests who don't attend our school have to be signed up ahead of time and cleared by the Middle and/or High School Principal. There will be only two open dances for high school students (Prom and Homecoming). For these two dances, it is not required to sign up a guest ahead of time. The hours will be from 8:00 p.m. to 12:00 midnight.
2. All other dances are closed to everyone except North Crawford High School students. If a student wants to bring a date from another school, the North Crawford student must sign them up in the office the day before the dance.
3. Dances must be sponsored by a school organization. They must get approval from the office at least one week in advance. There must be at least two faculty chaperones present plus a police officer (high school).
4. Doors will close at 10:45 p.m. Anyone leaving during the dance cannot return.
5. All school rules concerning student behavior apply to school dances.

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The school web page;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of the team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's Armed Forces.) If you do not want North Crawford School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. North Crawford School District has designated the following information as directory information: [Note: and LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

DISCIPLINARY POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels: Classroom Discipline, as described in the Student Code of Conduct, and System Wide Discipline. System Wide Discipline includes going to and from school on school buses, while at school or at school sponsored events, both home and away and also include problems that occur which are beyond the scope of the classroom teacher's area of responsibility, or are serious in nature. The Principal will handle disciplinary problems of this nature and appropriate disciplinary actions will be based upon the guidelines outlined in the Discipline Code. Details of the Student Classroom Code of Conduct and the Disciplinary Code can be found in the Appendix.

DEFINITIONS

- **DETENTION:** A period of time when a student is assigned to stay with a teacher for any unacceptable student behavior. Advance notification to parents is required for before or after school detention. Failure to report for assigned detention will result in additional time or further disciplinary action and ineligibility to participate in or attend any co-curricular activities until the disciplinary action is completed. Students who skip detentions will also move up the disciplinary step ladder and will have their phone privileges revoked. Students with multiple detentions or missing a scheduled detention may be prohibited from attending or participating in any co-curricular or enrichment activities (i.e. field trips, athletic events) until the disciplining detentions are served.
- **SUSPENSION:** The act of prohibiting a pupil from attending classes for a period of no more than five (5) school days. In-school suspensions are served under the supervision of the High School Office. Out-of-school suspensions are served away from the school building and grounds. Students are not permitted on school property for any reason. Students on suspension will not be allowed to participate or attend any school-sponsored activity during the time of suspension. The suspended student may, within five days of the suspension, request in writing a hearing with the principal at which time the suspension may be reversed if it is determined the suspension was unjust. The student must serve the suspension but if reversed, as a result of the hearing, the record of the suspension will be removed from their disciplinary record. Out-of-school suspensions may be extended to 15 days if an expulsion hearing is pending.
- **EXPULSION:** An action taken by the School Board to prohibit an enrolled pupil from further attendance. Reasons for Expulsion: The pupil is guilty of REPEATED refusal or neglect to obey the rules, or the pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others, or the pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others, or the pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or the pupil endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

OFFICE REFERRALS

- Students removed from class will be issued a pass and must report immediately to the Middle School/High School Office. Failure to report promptly will result in additional disciplinary measures.

- While in the office the student will complete a discipline sheet. This is the primary work allowed during the student's time there, followed by any work from the assigning teacher. The student will not be sent back to the classroom during the duration of that class period.
- Upon a third removal from the classroom a conference may be held to consider a long-term removal from class.
- Failure to cooperate will result in additional disciplinary action.

DETENTION RULES

- Detentions are served Tuesday and Thursday after school. The room to serve detention will be on a rotation with a different teacher supervising each week. Students in sports will have to serve their detention during practice or game times. Students will be responsible for obtaining their own transportation after a detention is served.
- All detentions assigned in the morning will be served at the next scheduled detention time.
- If a student is absent for detention due to an illness the detention is automatically rescheduled to the next detention date or the date the student returns to school.
- Unless otherwise notified, the student will be issued a pass from the office, go through the lunch line first, and report to the office for assigned detention.
- No talking or interaction with other students.
- Students are expected to bring enough schoolwork or reading material to remain busy.
- Arriving late or skipping detention will result in the assignment of two additional detentions. Continued tardiness or skipping detentions will result in further disciplinary actions.
- The student will be ineligible to practice or participate in any co-curricular activity on the date of an assigned detention until the detention is served.
- Individual teachers may also issue detentions at different times, such as noon-hour, before school, or after school. These detentions are served with the assigning teacher and are arranged so the teachers can give one-on-one attention to the student.

THE DISCIPLINARY STEP SYSTEM

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal for investigation and action. The severity of the consequences applied depends on two factors: 1) the seriousness of the offense, and 2) the previous disciplinary record of the student. In an effort to take both factors into account, a progression of consequences (the Step System) will be applied. Written notification of the incident and the consequences will be sent to the parent and placed in the student disciplinary file. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral, the student may be advanced on the step system, depending upon the seriousness of the infraction. The Principal may use judgment in application of discipline guidelines. The disciplinary consequences for each level are as follows:

THE DISCIPLINARY STEPS

Step 1 – Conference with Student.

Step 2—Detention assignment. Conference with student. Parent/guardian contact.

Step 3—Five (5) days of Detention assigned. Conference with student. Parent/guardian contact. or Students will have their phones checked into the office for one week and won't have access to them during the school day. If student doesn't comply with this then they will move up to the next step in the disciplinary steps.

Step 4—One (1) day suspension. Conference with student. Parent/guardian contact. Re-entry conference required. Begin behavior intervention process. Staff involved in behavior intervention process: Psychologist, Guidance, Administration, and other personnel as needed. Or students will have their phones checked into the office for one month and won't have access to them during the day. If student doesn't comply with this then they will move up to the next step in the disciplinary steps.

Step 5—Three (3) day suspension. Parent/Guardian contact. Re-entry conference and written agreement required. Intervention process continued to evaluate social, learning, and curriculum concerns.

Staff involved in intervention process: Psychologist, Guidance, Administration and other personnel as needed.

Step 6—Five (5) day suspension. Parent/Guardian contact. Re-entry conference and written agreement required. Intervention process continued. Alternative education options considered.

Alternative educational options: After-hours, alternative school, off-site programming, GED, HSED

Step 7—Out-of-school suspension for up to 15 days pending an expulsion hearing before the Board of Education.

PROVISIONS FOR THE USE OF THE DISCIPLINARY STEP SYSTEM

A disciplinary file will be initiated for each discipline referral. A record of each violation, as well as the level assigned, will be maintained. Students will be allowed to view their disciplinary record, by appointment or at any time a level is assigned.

After a student has been placed on a step, the next infraction may result in the student being advanced to the next step. A step may be "jumped" if the infraction calls for a higher action. For example, a student who is on Step 1 and commits a Step 4 violation may be advanced to Step 5.

Normally, a student will be advanced up the disciplinary system with each successive violation; however, the Principal may exercise discretion as to whether a student should be advanced for a violation that has a lower step placement consequence. A student may work their way down the discipline system by demonstrating appropriate/good/improved behavior. For each 30-calendar days without a referral the student will be rewarded by the reduction of one step.

Students that are suspended or expelled for whatever reasons may become ineligible for any field trips outside of the building for the remainder of that school year. The final decision on student attendance on field trips will be determined by administration.

DRESS AND GROOMING

At North Crawford Middle/High School, we allow students to have the right to determine individual patterns of dress and grooming as they deem proper, provided that such dress and grooming do not interfere with the health and safety of themselves or others, and do not interfere with the educational process of the school. Reasonable expectations have been established concerning student dress and grooming that shall:

- encourage students to dress in good taste and present a general appearance that is commendable
- prohibit clothing or adornment that disrupts the educational process
- prohibit dress that constitutes a potential safety or health hazard

Examples of current fashion items that are not in good taste, or dress that disrupts the educational process may include, but are not limited to, the following:

- Pants that are not secured at the waist, falling off waist, underwear exposed.
- Clothing with holes, tears or inappropriate patches are not allowed if considered obscene.
- All shirts must have shoulder covering at least as wide as to cover all undergarments. See through tops exposing skin, tube tops, halter-tops and spaghetti straps that expose undergarments or any body parts that undergarments are designed to cover are not allowed.
- Short skirts, short shorts or any clothing that is too short is not allowed. Shorts and skirts should cover all undergarments and any body part that the undergarment was designed to cover. Any dress or skirt must meet the same requirements.
- Outer garments that are worn over tights or leggings are to follow the same length expectations as shorts or skirts.
- Blankets are not allowed during the school day. Students should bring appropriate clothing to stay warm throughout the school day.
- Students are not allowed to bring their bags, backpacks or coats/jackets into the classroom. They should be placed in their locker during the school day.
- Appropriate footwear should be worn at all times.
- Bare midriffs and bare sides. Shirts or blouses must be long enough so that skin is not exposed between the top and the pants or skirt.
- Garments and/or jewelry, which display or suggest sexual, vulgar, drug, alcohol or tobacco-related wording/graphics or may tend to provoke violence or disruptions in school, are not allowed.

- Hats, head scarves, bandanas, hoods or other head wear or head gear, is prohibited in the hallways or classrooms between the hours of 8:05 a.m. – 3:35 p.m. Student will be asked once to take off the aforementioned garment. After the student has received one warning with this they will fall into the discipline steps below.

Consequences:

Dress code infractions will be corrected, referrals written and students will be returned to class. Students will be required to change into appropriate clothing. If a student refuses to change or take corrective action, the student will be detained in the office until the end of the day or until corrective action is taken.

1st Offense – Corrective action required, phone call to parent

2nd Offense – Corrective action required, phone call to parent; detention assigned

3rd Offense – Corrective action required; parent meeting scheduled; five (5) days detention assigned

Future violations will lead to an increase in disciplinary action.

ELECTRONIC PAGING/TWO WAY COMMUNICATION DEVICES

No student shall be permitted to use an electronic paging or two-way communication device (i.e. beeper, cell phones, smart phone, etc.) except as specifically authorized by the building principal or classroom teacher. Electronic devices must be placed in the high school teacher's basket prior to class starting but may be used in the classroom with teacher or administrator approval. Earbuds or headphones are also not allowed in class without permission by the teacher. Electronic Devices are prohibited in the middle school wing. An electronic device may be used to make calls before or after school, or during the individual students' assigned lunch but only in designated areas and with office permission. Taking pictures or video and audio recording other students or school staff is prohibited without the permission of a teacher or administrator and the subject. Students wishing to use portable electronic devices for educational purposes outside the classroom must have teacher or administrator approval. Electronic devices used without the appropriate approval may result in disciplinary action. Student removal of a memory chip or battery from a phone in the process of being confiscated is considered grounds to prohibit the student to retain or use their cell phone on school grounds. Students violating this policy shall be disciplined according to the following procedures: **1st offense** – removal of phone/device, returned at the end of the day. **2nd offense** – removal of phone/device, phone/device returned to parent. **3rd offense** – assigned detention(s), device returned to parent, loss of phone/device privileges for a month. Phone will have to be turned into the office at the beginning of the day and returned at the end of the day. Staff reserves the right to ask a student to turn in their electronic device at any point in time during the school day. (Re: Wisconsin Statutes) **4th offense**- Multiple detentions assigned. Phone returned to parent. Student loses phone privileges for the remainder of the year.

Middle school and high school students are not allowed to have their phones out in the middle school hallway ever. If they are caught with their phone out in the middle school hallway they will fall into the discipline steps above.

EMERGENCY INFORMATION

Emergency information needs to be kept current with the office and updated with any changes in address, phone number, etc. This information is entered in Skyward during the Online Registration process that parents/guardians are required to complete at the beginning of each school year. If a household does not have access to the internet, the parent/guardian may request a paper copy of the form and turn it in to the office.

EQUAL EDUCATIONAL OPPORTUNITIES

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

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

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/unit leader and processed in accordance with established procedures.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled even if they are not covered under the district's special education policies and procedures.

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

Notice of this policy and its accompanying complaint procedures shall be published annually in the Crawford County Independent and posted in each school building in the district.

FIELD TRIPS

Field trips are planned to enrich the school curriculum. During the Online Registration process, parents/guardians will have the opportunity to select the option to allow their student to attend field trips throughout the school year. This must be completed before a student may participate in any field trip. Parents will be notified of all bus field trips in advance; however, no additional permission slips will be required. Students that are chronically absent and/or tardy will not be allowed to attend field trips. Also if a student is receiving an F in any class it is up to the classroom teacher and/or building principal whether or not that student is allowed to attend.

FIRE DRILLS/TORNADO DRILLS

Fire drills are conducted periodically, without warning, to insure the safe exit of personnel. All pupils are expected to proceed as follows when the fire alarm is sounded: 1) Leave the room quickly and quietly in single file and exit the building in an orderly fashion. 2) The first students to arrive at the doors should open them and hold them wide open until all students have cleared that exit; then close the door. Students are to move away from the building. 3) Students must leave through exits designated by the faculty and administration. A poster is hung in each classroom indicating the route to leave the building. 4) Students are not to go to their lockers for any reason.

Any student suspected of activating a false fire alarm will be referred to the Sheriff's office.

Tornado warnings will be issued from the office via the PA system. When a warning is issued, students are to report to the area designated by their teacher. Sit on the floor facing the wall, kneel and tuck your head between your knees. Should you not have time to report to the assigned area in the case of a real tornado, report to the nearest teacher.

GRADES

- FAILING GRADES

Students in danger of not passing their grade level or of not graduating will be notified by letter from the Guidance Department.

- INCOMPLETE GRADES

An incomplete grade is given when the teacher's requirements for a specific course have not been met. Incomplete grades must be made up within ten school days from the last day of the grading period. If not, they will become failing grades. Special arrangements should be made through the office for extended illness.

- **PROGRESS REPORTS**

Progress reports are sent home 15 days into each grading period. Progress reports generally indicate whether a student is working up to his/her ability and/or if the student is failing a class at that time.

- **FRIDAY GRADE CHECKS FOR CO-CURRICULARS**

Student grades will be checked after 2 full weeks of school. If a student is failing one or more classes at that time they will have 1 week to bring all of their grades up to passing. I. If they are not passing at the Friday grade check after 3 weeks and it is their first time being on the F list they will have one week to bring all of their grades up to passing. Friday grade checks will be every week following that and if they are failing in any class after week 3 they will be automatically ineligible for the next week unless it is their first time on the F list. If they are not passing at the Friday grade check after 3 weeks they will be ineligible for one week. Friday grade checks will be every week following that and if they are failing in any class after week 3 they will be automatically ineligible for the next week. You can restore eligibility by having all passing grades on the next Friday grade check after your 1 week of ineligibility.

- **REPORT CARDS**

Report cards will be issued approximately one week after the end of each school-grading period and need not be returned to school. First, second, & third quarter grades will be issued to students and fourth quarter grades will be mailed to parents. Credits for classes are awarded at semester only.

GRADUATION

- **GRADUATION HONORS**

Recognition in the graduation program for **seventh semester** accumulative grade point average will be: High Honors – 3.500 to 4.00; Honors 3.499 to 3.200. The “Top Ten” students with the highest accumulative grade point averages after **seven semesters** will wear gold honor cords. National Honor Society members will wear the NHS stole.

- **GRADUATION REQUIREMENTS**

In order to graduate from North Crawford High School, a student must have successfully completed all required courses and accumulated at least 25 credits completed in grades 9-12. For additional information see the “Course Offering Handbook” or contact the guidance counselor. Students must also volunteer for a total of 8 hours during their high school years.

In addition to the credit requirement, graduation decisions will be based on one of the three criteria listed below [ss. 118.33(1) (f) 1].

A. Student’s Academic Performance

By achieving a grade point average of 1.499 or above; or

By successfully completing a work-based learning program; **or**

By successfully completing the Goals and Objectives on the Individual Education Plan (IEP);

AND

B. Teacher Recommendations

Securing a consensus recommendation from the graduation committee. The graduation committee will consist of the guidance counselor, and five teachers from courses required for graduation (i.e. social studies, math, science, English and fine arts or physical education) and whom the student has taken courses and can attest to the student’s knowledge and skill based upon grades assigned by those teachers. (Demonstrated attainment of established academic standards will be based upon receipt of a passing grade in a course.)

OR

Students who fail to obtain the necessary credits during the year may obtain 2 credits for 72 hours of successful work in the summer school program for promotion purposes.

The district administrator shall be responsible for the general supervision and management of the graduation policy. The high school principal shall determine whether a student has satisfied the criteria in this policy. Written confirmation will be sent to the parents/guardians regarding the final decision at the end of the school year. (Ref.: 344.5)

Students must have enrolled in a class or have participated in a board-approved activity for each class period of each day or enrolled in an alternative educational program [ss. 118.33(1) (b)].

A student may request early graduation if he/she has completed all required courses and has accumulated at least the required 25 credits. Early graduation students that do not complete **seven semesters** (of full time “high school” enrollment/seat time) will not be considered for any graduation recognition or awards. (Ref.: 344.51) See your counselor regarding additional graduation criteria.

MIDDLE SCHOOL PROMOTION

North Crawford Middle School staff strive to promote academic excellence and achievement with all of our students. Staff members go above and beyond to ensure that students do not fail. Grade level promotion is determined by teacher recommendations based on academic achievement and growth.

SCHOLARSHIPS

Financial aids and scholarships are available to graduating seniors for education beyond high school. Several scholarships are sponsored by members of the community and the high school. The guidance department has specific information on each scholarship.

- **WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP**

It is the policy of the North Crawford School District that the following criteria are to be used by the faculty for selecting the North Crawford Wisconsin Academic Excellence Scholar per Wisconsin Statutes. It is intended that these criteria will be followed in the order presented.

1. The students must have attended North Crawford High School for at least one high school year (any two complete semesters) prior to the senior year.
2. The student with the highest cumulative grade point average, rounded to two places, shall be named the scholar.
3. If a tie exists between two or more students after the second criteria, the high school faculty shall use the following criteria to break the tie to name the North Crawford Scholar and shall prioritize the remaining students as alternates.
4. The student with the highest score on the American College Test (ACT) by the end of the seventh semester shall be named the scholar. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the seventh semester, will be used.
5. If a tie continues to exist, the student with the greatest number of credits earned through seven semesters shall be named the scholar. Included in these criteria will be any post secondary enrollment options credits as long as they are a part of the student's official transcript.
8. If a tie continues to exist, the student with the highest composite score from the Sophomore Wisconsin State Assessment test (WSAS) shall be named the scholar.
9. If a tie still exists, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates. (Ref.: 460)

- **VALEDICTORIAN / SALUTATORIAN SELECTION**

The student who receives the highest cumulative grade point average (based on 7 semesters of grading) of their class will be chosen as valedictorian. The student with the second highest grade point average (based on 7 semesters of grading) will be chosen as salutatorian. In the case where two or more students tie their cumulative grade point average (in our grading system, to the third decimal point), they will share the honors of valedictorian or salutatorian. (A semester is defined as a 90-day school term for the purpose of this policy.) (Ref.: 460)

GUIDANCE AND COUNSELING

The purpose of the guidance services is to help each student in their social, educational, vocational, and personal development. The counselor is in the guidance office daily from 7:45 a.m. to 3:45 p.m. Personal conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. The counselor may assist the

student: in recommending materials that the student may use to improve their study habits; in planning their schedule and school program; in making realistic curriculum selections and suitable plans for the future; in offering aid in problems of adjustment - to listen to the student discuss their problems.

To see a counselor, students should present a pre-signed pass to the assigned teacher before seeing the counselor. Students are not to use class time to see a counselor unless it is an emergency or the counselor has approved the meeting with the teacher involved.

HEALTH

Parents should annually notify the school of any specific health needs of their child.

Students who become ill should report to the high school office for a pass to the nurse. Ill students that leave the school without securing a pass from the high school office will be considered unexcused absent and subject to disciplinary actions.

- **NURSING SERVICES**

The school nurse will be available three days a week from 8:00 AM to 1:00 PM to assist students if they become ill or injured during school.

- **MEDICATION**

Whenever possible, medications should be administered to students at home rather than at school. Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist. A Medical Administration Form is available in the office or from the school nurse. The prescription medicine must be in the original medicine bottle, labeled with the child's name, the name of the drug, the dosage, the time to administer and the physician's name. Written instructions and parental consent must also be obtained before administering any non-prescription medications to students. Written instructions, parental consent, and Physician orders must be obtained before administering any prescription medications to students.

- **INHALERS**

Assembly Bill 783 allows all students with asthma and other respiratory illnesses to carry their inhalers with them at school. While in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all the following are true; the pupil has the written approval of the pupil's doctor and if the pupil is a minor, the written approval of the pupil's parent or guardian and the pupil has provided the school principal or nurse with a copy of the approval.

- **IMMUNIZATION**

The school district follows Wisconsin state statute 252.04, which requires all students through grade 12 who do not submit waivers to present evidence that they have received the first dose of each vaccine required for their grade within 30 school days of admission. Students whose parent/guardian signs a religious or personal waiver are compliant with the law. Students whose physician signs a health waiver are compliant with the law. Waivers are available in the health offices. The state immunization requirements are:

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2019-2020 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁶	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁶	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁶	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

I NTERNET RULES

Persons using the North Crawford School facilities to access the Internet or other services must abide by the rules established by the North Crawford School Board and have a signed Internet agreement on file in the office. The use of the Internet and other electronic information resources **is a privilege, not a right**, and may be canceled at anytime. Additionally, persons violating these rules are subject to appropriate school discipline and report to the police.

Student Internet and Device Rules and Guidelines

At North Crawford School District, students use computers, school networks, a monitored google account and have access to educationally-based online tools to extend instruction beyond the classroom. Students' access to these tools will be through filtered internet. It will be the student's responsibility to follow the District's Acceptable Use Policy. A copy can be viewed in the District office.

A signed North Crawford Acceptable Use Policy must be on file before a student may use computers and the internet. Training on acceptable use and internet online safety will be provided. It will be the teacher's responsibility to ensure compliance with the Terms of Service for each individual approved online tool. Violating the provisions will terminate use and future access will be denied.

Rules and Guidelines for using personal or school devices, school networks, school google accounts and any online tools include:

General Use

- Students are responsible for damages that are the result of misuse or mishandling.
- All device/internet use must be in support of educational or research purposes and consistent with the policies and objectives of the district. This includes but is not limited to social networking sites.
- All classroom device use cannot be made without the permission of the staff member in charge.
- Any use of the network to facilitate illegal activity is prohibited.
- Use of the Internet to access obscene or pornographic materials is prohibited.
- Any use for commercial or for-profit purposes is prohibited, including product advertisement.
- Disruption of the Internet/online service, supporting equipment, or information available is prohibited, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information or networks, or violating copyright law.
- The use of the Internet or other services to harass other users or to transmit materials likely to be offensive or objectionable to recipients is prohibited (see Bullying Policy).
Students are to protect themselves and others by not issuing any addresses or telephone numbers over the Internet, remembering that online communications are not private.
- Any violations are to be saved and reported to the supervising staff member.

Etiquette

- Be polite.
- Use appropriate language. No swearing, obscenity or vulgarity.
- No device use in locker rooms or bathrooms to assure the privacy of others.
- Taking photos/videos outside locker rooms or bathrooms is permitted with permission of the subject and the supervising staff member.
- Electronic mail is not to be considered private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of citizenship and network etiquette.
- Downloading programs and participating in chat rooms are restricted and will be allowed only through direct authorization of an instructor and for classroom work.

Security

- Do not give anyone else your password or allow another person to use your account. Do not ask for anyone's password.
- Do not reveal a personal address or phone number on the Internet.
- Do not use other's accounts. Attempts will result in cancellation of privileges.
- If you identify a security problem, notify a system administrator immediately.

Acceptable Use Policy (AUP)

Persons violating the above rules will be subject to appropriate school discipline. Students will be denied future Internet/online service access, and will be reported to the police or proper authority if in violation of the law. Any user who has had their network privileges revoked may go through training for reinstatement of privileges.

These signatures indicate that the parties who sign have read the Rules and Guidelines carefully and understand them.

1. Student Agreement

I understand and will abide by all policies for internet and device use. I understand that my access to these tools is not private and that my account may be monitored. I further understand that any violation of the policies is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary and/or appropriate legal action may be taken.

Name (Please Print): _____ Grade: _____

Signature: _____ Date: _____

2. Parent/Guardian Permission

I understand that this access is designed for educational purposes and that the North Crawford School District will supervise the use of the internet. However, I also recognize that the school district DOES NOT have control of information on the Internet, which may include material that is objectionable to some people. I accept responsibility for my child's use and give permission to grant access for my child. Finally, I understand that my child's access to these tools is not private and that my child's account is monitored.

Parent or guardian name (please print): _____

Signature: _____ Date: _____

Daytime phone number: _____

LIBRARY

The school library is open to all students on all school days from 7:45-4:00 p.m. No food is to be eaten in the library. Fines for overdue materials are 5¢ a day not to exceed \$3.00 per item. Books may be checked out for two weeks at a time.

LUNCH

High School lunches cost \$2.85 per meal and breakfast costs \$1.10 per meal. Middle School lunches cost \$2.55 per meal and breakfast costs \$1.10 per meal. The meals are to be paid for in advance to the office. Additional milk may be purchased for 30¢ per carton. Applications are available in the offices for Free and Reduced meals.

NONDISCRIMINATION STATEMENT

The North Crawford School is committed to providing equal education opportunities for all students and stopping discrimination that may occur in all aspects of the school day, including bus rides to and from school and co-curricular activities. (See Equal Education Opportunities)

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

Student Responsibility - Students have the responsibility to develop attitudes of tolerance toward individual differences in other students, and to respect the rights, opinions, differences, and status of others. Further, students have the responsibility to uphold the principles of nondiscrimination in accordance with the law.

Harassment - The North Crawford School is committed to providing equal educational opportunities for all students and maintaining a learning and working environment for students and employees free from any form of harassment or intimidation. This includes all aspects of the school day, including bus rides to and from school and co-curricular activities.

STUDENT SEXUAL HARASSMENT

It is the Board of Education's desire to maintain and insure a learning environment free of any form of sexual harassment or intimidation.

The North Crawford School District shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another or other individual(s).
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also,

the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.

6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other administrator or the school psychologist. The employee will report the complaint to the appropriate person. All complaints will be recorded on the North Crawford School District Sexual Harassment of Students Complaint Form (Board Policy 443.5-Exhibit). All complaints shall be investigated and acted upon in a timely manner. Students may appeal decisions regarding the complaint using the appeal procedure described in Policy #411-Rule. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy #411 in school programs or activities shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal or other person of his or her choosing for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review, with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she may appeal with the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

8. Discrimination complaints relating to the identification, evaluation, education placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with procedures established by the district's special education director/coordinator.
9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

OFFICE HOURS

The office hours are 7:15 a.m. – 3:45 p.m. Students are to pay for lunches and check in and out if they arrive late or leave early for any reason.

PASSES

Students are to secure a signed pass filled out completely from the classroom teacher prior to leaving an assigned area for another destination. Passes are to be shown to the teacher upon return to class or study hall. Passes may not be issued to any unsupervised area. Students going to an area other than the library must have a pre-signed pass from the teacher they wish to see. Passes must be obtained in advance so that the student is not tardy to class.

Permanent passes will not be issued unless they have been approved by the office. Passes should be made out by the study hall teacher. A sign-out and sign-in pass list will be located in each room. Passes, if possible, should be made out before school.

Students who frequently or repeatedly leave class, misuse a pass, or disrupt other classes while on a pass may have their privileges suspended or severely curtailed. Students who have legitimate conditions requiring frequent bathroom use should provide the school nurse with a physician's note alerting the school of the pupil's specific health needs.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If a student must leave the building because of illness or any other emergency they must obtain office approval and sign out in the high school office before leaving. Failure to follow the proper procedure will be considered an unexcused absence. See "attendance" - "permission to leave - during the school day".

PRIVACY POLICY

Locker Room Privacy

The District shall observe measures intended to protect the privacy rights of individuals where one would reasonably expect privacy, i.e. using school locker rooms and bathrooms. The following provisions outline the extent to which that protection can and will be provided:

- (1) Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room or bathroom at any time.
- (3) No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room/bathroom or to take any other photo or video image of a person in the locker room/bathroom.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be posted in each locker room in the District.

Use of Electronic Communication Devices

The District shall observe measures intended to protect the privacy rights of individuals where one would reasonably expect privacy. The following provisions outline the extent to which that protection can and will be provided:

- 1) Students are prohibited from sharing or posting personal information or images of any student or staff member without permission from that student or staff member.

Inappropriate use of cell phones and other electronic/digital devices is subject to school disciplinary action. The use of cell phones with photographic capabilities in locker rooms, bathrooms or other locations where privacy is a reasonable expectation is prohibited. This includes the copying or photographing of any items that are confidential (i.e. testing materials) and prohibits cell phones with photographic capabilities to be used without the district's permission. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room or bathroom at any time.

Students shall only be videotaped and or photographed in accordance with district procedures. Parent/guardian permission is not required under circumstances such as the following:

- 1) When a student has voluntarily chosen or been allowed by his/her parent guardian to participate in or be a spectator at, a school related activity that is open to the public such as an athletic event;
- 2) When the student has chosen to be an officially designated school leader or role model such as athlete, member of homecoming court, student government, etc. for which there is the potential for informal contact with news media.
- 3) When outside news media videotape or photograph students in areas that cannot be effectively shielded from the public such as playgrounds, parking lots, athletic fields or
- 4) Directory Information The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:
 - a) A playbill, showing your student's role in a drama production;
 - b) The annual yearbook;
 - c) The school web page;
 - d) Honor roll or other recognition lists;
 - e) Graduation programs; and
 - f) Sports activity sheets, such as for wrestling, showing weight and height of the team members.

See: Directory Information: Family Educational Rights and Privacy Act Notice for Directory Information.

Surveillance Cameras

The North Crawford school board authorized the use of video surveillance cameras for use in the following areas where the public, students, and staff have no reasonable expectation of privacy: These include but are not limited to entrances, hallways, commons, gymnasiums, parking lots, athletic fields and the exterior of buildings and buses. Under no circumstances, however, will video cameras be used in any area where the public students or staff has a reasonable expectation of privacy including restrooms, locker rooms, etc.

SCHEDULE CHANGES

Schedule changes may be initiated by a student in the first ten (10) days of the first semester and the first five (5) days of the second semester. No schedule changes will be permitted beyond these timelines unless initiated by a parent. A conference will be held with the parent, teacher, counselor and student to determine if a withdrawal from class is appropriate. If all participants agree to a withdrawal, the counselor will initiate a schedule change. A grade of “WP” (Withdrawal Passing) will be assigned for students passing a class at the time of withdrawal, no credit will be awarded, unless the class was repeated and assigned for credit make-up. A grade of “WF” (Withdrawal Failing) will be assigned for students failing a class at the time of withdrawal, no credit will be awarded and the transcript will reflect a failing grade for the course. No credit will be awarded for classes completed at less than semester length.

SCHOOL PROPERTY

Students are responsible for the care of the textbooks and other school property that are assigned to them. If school property is lost or damaged, the student will be assessed the replacement cost or a fine. It is recommended that book covers or grocery bags be cut to fit and used to cover all textbooks.

- **LOCKERS**

The School District provides a locker for the convenience of students, to be used solely and exclusively for the storage of garments, footwear, and school-related materials. The locker assigned to a student is the property of the School District. At no time does the School District relinquish its exclusive control of such lockers. Students are personally responsible for the lockers that are assigned to them. Unauthorized or illegal items found in a locker are presumed to be the property and/or responsibility of the person assigned to the locker. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The district administrator, a building principal, police officer or a school employee designated by the district administrator or building principal may conduct the search. Periodic general inspections of lockers and clean-ups may be conducted by school authorities for any reason at anytime, without student consent and without a search warrant.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student, retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or the parent(s)/guardian of the minor student will be notified of items turned over to law enforcement officials.

Do not store money or valuables in lockers. They are not theft proof. The School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers. A \$10.00 yearly fee is required of each student. No personal locks are allowed on lockers. Only school locks may be used.

SCHOOL AND CLASSROOM RULES

1. Respect the right of others to learn.
2. Respect the right of the teacher to teach.
3. Respect the property of others.
4. Be pleasant to others in the room.
5. Room pass use:
 - a. Limited to 5 times per 9 weeks – 5 minute time limit.
 - b. Detention will be assigned for each pass after the fifth time.
 - c. One student at a time.
 - d. Room pass use will be recorded.

Each teacher will establish their own set of classroom rules and expectations. This will include the use of food and beverage and their dismissal procedures.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - Toward teachers, fellow students, and the officials of school activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

SCHOOL SONG

Cheer, Cheer For North Crawford High!
Our Team Spirit Never Will Die.
We've Got A Team That's Great, Great, Great!
We've Got A Team That Really Rates.
Fight On You Trojans For Victory!
We're Gonna Beat 'em, You Wait And See!
Come On Team, We'll Show Them All,
That Our Team Will Never Fall!

SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

The objectives of school publications/productions in general are to:

- A. communicate to those who are actively interested in the school -- the students, the teachers, the parents, the administration, the alumni, and other members of the school community;
- B. provide vehicles for the expression of student thought and action and to act as catalysts for helping students realize goals and objectives;
- C. create a wholesome school spirit and to support the best traditions of the school;
- D. promote and encourage school-sponsored activities;
- E. provide training in useful and purposeful writing, speaking, artwork, photography, design, and layout;
- F. create a desire for the best in all forms of production, both in and out of school;

In implementing Board Policy 5722, the following guidelines will be applicable:

- A. Excellence in writing and/or speaking will be sought and the ethics of responsible journalism and/or literary merit will determine what will be produced. Presentation of facts or ideas is to be based on careful research.
- B. Students shall have the right to express their views and attitudes on all issues with the proviso that the tenor of the statements shall not encourage disruption of normal educational processes.
- C. Language, pictures, music, or symbols that are obscene, libelous, or offensive to good taste are prohibited.
- D. School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
- E. Advertisements shall reflect the spirit of these guidelines. Advertisements shall not be accepted that encourage or advocate violence or disregard of the law; promote the sale of any substance the use of which is prohibited by law, such as drugs and alcohol, or of any paraphernalia associated with sex or drugs; or any item that would be offensive to a significant minority or the majority of the community, or items not in keeping with school purposes.

SEARCHES

The presence of weapons, drugs, and other potentially dangerous materials on school premises affects the safety of the students and disrupts the learning process. In an effort to eliminate the presence of illegal drugs, weapons, or other potentially dangerous items periodic searches of lockers or other areas of school property may be conducted.

The use of canine units to detect illegal drugs on school premises.

The School District reserves the right to use canines trained for drug detection accompanied by law officials for purposes of the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator.
3. Students will be restricted to classrooms and kept out of hallways while canines are in use.
4. In the event of a canine "hit", the locker or other area will be searched further.

SIGNS

All signs, surveys or messages that are distributed in the school, posted on the walls or locker must be approved by the principal. All racist, sexist or sexually explicit signs, messages or pictures as well as those that promote alcohol, other drugs or drug paraphernalia are prohibited.

First offense for a violation - warning and asked to take down sign. Refusal may result in disciplinary actions.

SPECIAL EDUCATION PROCESS

The School District of North Crawford solicits and receives referrals on all students and children with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person (teacher) who submits a referral must inform the parent of their intent to make the referral. The referral must be in writing and the form can be obtained from the school psychologist. It must include the reasons for the referral, the documentation of informing the parents, and measurable pre-referral interventions that were attempted in the general education environment to meet the child's needs.

When a child is suspected of being a child with a disability (CWD), the Special Education Designee shall appoint an evaluation IEP team and consent for the evaluation will be acquired before the assessment begins. A determination of a disability cannot be based on a lack of instruction in reading or math, Limited English Proficiency, environmental, cultural or economic disadvantage. If the IEP team determines that the child has a disability, an Individualized Educational Program (IEP) is developed. *Individuals with Disabilities Act* (IDEA) mandates the School District of North Crawford provide children with disabilities a free appropriate public education in the least restrictive environment that is educationally appropriate.

The composition of the IEP team shall include: 1.) The parent(s), 2.) At least one special education teacher, 3.) At least one regular education teacher, 4.) A representative of the Local Education Agency, 5.) An individual who can interpret the instructional implications of the evaluation results, 6.) Other individuals who have knowledge or special expertise regarding the child, and 7.) The child with the disability, whenever appropriate.

As appropriate with modifications, children with disabilities shall participate in state and district wide assessments. They shall continue to be required to be taught in the general education environment with supplementary aids and services, to the extent appropriate as determined by the IEP team. A child with disabilities shall be re-evaluated at least every three years, if the parent or teacher requests it, or if the IEP team requests it. For a re-evaluation, if the IEP team determines that no additional data is needed to establish whether the child continues to have a disability, the IEP evaluation team shall not be required to conduct an assessment. An IEP must be reviewed at least annually.

The North Crawford School District has a full continuum of special education services. The following programs are an integral part of our education system at the elementary, junior, and senior high levels:

- A. Early Childhood (ECH) (3 to 5 years of age)
- B. Cognitively Disabled (CD)
- C. Emotional Behavioral Disturbance (EBD)
- D. Specific Learning Disabled (SLD)
- E. Speech and Language (S/L)

Related services, which can be provided, include:

- A. Occupational Therapy
- B. Physical Therapy
- C. Transportation
- D. Counseling
- E. Psychological Services
- F. School Health Services
- G. Orientation and Mobility
- H. Specially Designed Phy Ed
- I. Audiology
- J. Educational Interpreting
- K. Rehabilitation Counseling Services
- L. Speech and Language

Students may be eligible to qualify in the following special education disability areas.

Autism	Orthopedic Impairment	Speech and Language Impairments
Emotional Behavioral Disability	Other Health Impaired	Traumatic Brain Injury
Hearing Impairment	Significant Developmental Delay	Visual Impairment
Specific Learning Disability		
Cognitive Disability		

Further elaboration in each area may be received by contacting the school psychologist at 624-5201.

Student Advisory/Homeroom

All students will be assigned a Homeroom teacher. All students will meet in Homeroom for the final 20 minutes of each day. Activities in Homeroom may include team/character building activities, student class/club meetings, and other teacher/school-directed activities.

All students will be assigned an Advisory that they will meet in during first period daily. Middle School students may also be scheduled for chorus and/or band during Advisory time. Advisory is a structured study time that students will use to complete homework and make-up work, make-up tests/quizzes, complete science labs, projects, etc. Students will be responsible for signing themselves up for Advisory based on need and/or teacher recommendation. 9-12 students may earn the privilege of Honors Advisory by meeting specified criteria. 6-8 students may earn a weekly Honors Advisory by meeting specified criteria.

All students in grades 11 and 12 may earn the privilege of starting school later each morning if they satisfy specified criteria as constructed by high school staff and administration. Junior and Senior level students who satisfy the criteria will have the option of arriving at school for second period, beginning at 8:55 a.m.

STUDENT ARRIVAL/DEPARTURE

Arrival: Due to liability concerns, no student is to arrive before 7:45 a.m. unless supervised by a faculty advisor or chaperone.

Departure: No student may remain in the building after 3:45 p.m. unless they are required to do so by a faculty advisor or chaperone for a scheduled activity and are supervised by a member of the faculty until leaving on the late bus. Students may not stay at school to wait for evening activities to begin unless under the direct supervision of a staff member.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

STUDENT ASSISTANCE POLICY

Please see the Guidance Counselor for details about individualized programs.

STUDENT FEES

- Locker Fee - \$10.00 per year for grades 6-12;
- Field Trip Fee - \$5.00 per year covers all field trips;
- Athletic Participation Fee - \$20.00 per sport for grades 9-12 (Not to exceed \$40.00 per year per student or \$100 per family) and \$10.00 per sport for grades 7-8 (Not to exceed \$20.00 per year per student or \$100 per family) (The fees for Locker, Athletic Participation, and Field Trip do not apply for those students who qualify for the economic hardship program.)
- Yearbook - \$55.00; Late Book Library Fee - \$.5 per day not to exceed \$3.00 per item.

ATHLETIC REIMBURSEMENTS:

- *An athlete is considered ineligible for competition until their athletic fee is paid.
- *Athletic Fall Waiver Deadline: Parents & students who have already paid their athletic fee and have requested and been approved for a hardship waiver prior to October 28th will be reimbursed their athletic fee.
- *Athletic Winter/Spring Season Waiver Deadline: Parents & students who have already paid their athletic fee and have requested and been approved for a hardship waiver prior to the first scheduled game, will be reimbursed their athletic fee.
- *New students enrolling will be allowed two weeks to submit any request for a full waiver of fees.
- *Athletes who attend a practice and quit will not be reimbursed their Athletic Fee.

OTHER REIMBURSEMENTS:

- *Field Trip and Locker fees will not be reimbursed after October 28th.
- *Students withdrawing from school on or before October 28th will be entitled to a full refund of fees if requested in writing.
- *New students enrolling will be allowed two weeks to submit any request for a full waiver of fees.

STUDENT OWNED ELECTRONIC DEVICE USE

The District is committed to providing students with a safe, secure, and positive learning and working environment. The use of portable electronic devices on school property can compromise or interfere with this goal; therefore, the use and possession of such devices must be regulated. Given the prevalence and exponential growth of the types of portable electronic devices available, the District, building administration, and teacher maintains the right to control the time, place, and manner in which electronic devices are used. Such possession or use of electronic devices must meet the Acceptable

Use Policy and may not, in any way:

- Disrupt the education processes of the school district;
- Endanger the health or safety of the student or anyone else;
- Invade or infringe upon the rights of others at school;
- Involve illegal or prohibited conduct of any kind.

Students will lose the right to have their electronic device during the school day if any of the following things happen:

- If a student serves an in-school suspension they may not have their phone during the in-school suspension and they lose phone/device privileges during school hours for one month. They have to hand their phone/device into the office at the beginning of the day and pick it up at the end of the day.
- Also if a student misses more than one detention without prior approval then they will lose their phone/device privileges for a month.. They have to hand their phone/device into the office at the beginning of the day and pick it up at the end of the day.

Parents/guardians are advised that the best way to contact their child during the school day is by calling the school office.

The possession, use, or sharing of electronic devices in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy is strictly prohibited. Any device used for such purposes shall be confiscated and searched by school personnel. Students are required to relinquish electronic devices to school personnel when directed. Refusal to comply with such directives will be considered insubordination and the student will be subject to disciplinary action.

STUDENT RECORDS

In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives "an eligible student", or their parent or guardian, certain rights regarding their education records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools receiving Federal funds must:

1. Allow the parent or eligible student to review and inspect the student's records. This rule does not apply to records made and kept by one person, such as a psychologist, which is not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

There are some exceptions to Rule 3 above. School personnel may show or turn over records without permission to:

- a. Other officials of the same school.
- b. Officials of other schools in which the student seeks or intends to enroll.
- c. Certain Federal, State, and local authorities performing functions authorized by law.
- d. Individuals or organizations in connection with a student's application for or receiving financial aid.
- e. Court or law enforcement officials, if the school is given a subpoena or court order.

STUDENT RIGHTS OF EXPRESSION

North Crawford School District recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - o Is obscene to minors, libelous, indecent, or vulgar,
 - o Advertises any product or service not permitted to minors by law,
 - o Intends to be insulting or harassing,
 - o Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - o Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

T RANSPORTATION

- BUSES
Bus transportation is available for all students. The school establishes bus routes yearly. Students wishing to ride other than an assigned bus must have a written request from a parent or guardian and then obtain a pass from the office. Behavior on buses is to be the same as that in the classroom. Bus drivers will report any violations to the principal. Violators may lose their right to ride the bus, thereby requiring their parents to transport them during the period of suspension. (See Appendix for regulations.)

The school provides transportation for all participants to and from all away school-related activities. Only parents, with the consent of the chaperone, may take students from the event. All other arrangements must be made verbally, and in advance, with the principal or athletic director and the coach/advisor.

- STUDENT VEHICLES.
The authorization to drive and park a vehicle on school property is a privilege. This privilege may be withdrawn at any time and such a decision is solely the prerogative of school administration. Students may park vehicles on school premises as a privilege. Student parking is limited to the west parking lot; the north and south parking lots are not for student use. Any vehicle parked on school premises may be subject to search. Students are not permitted to return to their cars during the school day unless they have a pass from the office. Speeding or reckless driving on school property will result in a referral to law enforcement and school disciplinary actions up to and including a loss of driving privileges to school. Snowmobiles are not to be driven on school grounds. Refer to F-4 and F-5 for consequences.

SCHOOL BUS AND RIDER REGULATIONS

1. Students should be on time at the designated school bus stop so as to keep the bus on schedule. Students should walk facing traffic if they are walking where there are no sidewalks.
2. Students should stay off the traffic lanes at all times while waiting for the bus.
3. The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.
4. Students should wait until the bus comes to a complete stop before attempting to approach or enter the school bus.
5. Students should board the bus in an orderly fashion. There should be no shoving, pushing or horseplay.
6. When boarding or unloading the bus, students should always walk around the front of the bus and never behind it. When it is necessary to cross the road, students should wait until the driver signals them to cross the road.
7. The bus driver may assign seats to all riders. Any damage to a seat will be charged to the riders assigned that seat.
8. All riders shall remain seated when the bus is in motion.
9. Students should keep their head, hands and arms inside the bus at all times. Students should never throw anything out of the bus window.
10. Scuffling, bad language and damage to other rider's property will not be allowed.
11. Aisles should be kept clean at all times. Students should not litter the bus with food or other debris.
12. No pets are allowed on the bus at any time.
13. The driver will not discharge riders at other places than the regular bus stop unless the rider has the written consent of his/her parent(s)/guardian and approval of the building principal.
14. Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the local radio station as to whether or not buses will operate.
15. Only regular riders are allowed to ride the bus. No other students will be permitted on the bus unless: (a) They have a signed note from parents/guardians, (b) the note is signed by the building principal, and (c) there is adequate room on the bus.
16. These rules are designed for the safe operation of transportation for all students. Failure to abide by these rules by any individual will result in the following action:

The bus driver will report serious or continued misconduct and rule violations in person to the appropriate building principal. Parents/guardians will be notified and the bus rider may be denied riding privileges:

- a. First offense - Conference with student, bus driver and principal
- b. Second offense - Conference with student, bus driver, parent(s)/guardian and principal
- c. Third offense - Bus riding suspension from one day to permanent suspension

Depending on the nature of the offense, steps (a) and (b) may be omitted and the principal may suspend the student immediately.

Co-curricular Activities, Field Trips, Etc.

1. All bus rider rules apply to each student who rides a school bus at any time or for any reason.
2. A student who rides a school bus to an activity or event must return on that bus, unless authorized to do otherwise according to school rules.

VISITORS

All visitors must enter through the main doors of the school and report immediately to the school office.

All adult visitors must register in the office upon arrival to school. Student visitors are prohibited unless authorized by the district administrator.

WEAPONS POSSESSION

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. A dangerous weapon or look-alike weapon is defined in state law and includes a gun, knife, razor, martial arts equipment, metal knuckles, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.

The school staff should attempt to confiscate the weapon as soon as possible. Law enforcement officers and the district administrator or designee shall be contacted as soon as possible. The building principal will report any confiscation of weapons to the police.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted;
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the principal; and
3. Weapons properly registered and handled during the community use of school may be permitted. Example: Hunter Safety Classes if approved by the principal.

Persons violating this policy shall be dealt with in accordance with the established procedures. According to the Gun-Free Schools Act amendment to the Elementary and Secondary Education Act of 1965, a pupil shall be expelled from school for a period of not less than one year if that pupil is determined to have brought a weapon to school. (Ref.: 832)

WEATHER ANNOUNCEMENTS

In case of poor weather conditions and school is closed, a delayed start, or an early dismissal occurs, an announcement will be made on the following *radio and television* stations:

WVRQ--102.3 FM--1360 AM----VIROQUA
 WPRE--94.3 FM--980 AM---PRAIRIE DU CHIEN
 WRCO--100.9 FM--1450 AM---RICHLAND CENTER
 WIZM/Z-93.3 FM---LA CROSSE--As time & phone lines permit
 WKBT—CHANNEL 8—LA CROSSE
 WXOW—CHANNEL 19—LA CROSSE
 North Crawford School District website at www.northcrawford.com
 Automated telephone message, text alert, and/or email from the Skylert system

On the day of a late start, the bus drivers will begin their route 10 minutes earlier to account for slower travel.

Please do not call the school to determine if school is closed, delayed or closing early. We need to keep the phone lines open in case of emergencies.

Breakfast will not be served on the morning of an unplanned late start.

YOUTH OPTIONS PROGRAM

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. The program (which replaces the Postsecondary Enrollment Options) opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school graduation. The student does not have to pay for a postsecondary course if the school board determines the course may receive high school credit, the course is not comparable to a course offered in the school district, and the application has been submitted within the prescribed time line. (Under some circumstances a technical college course can be comparable.)

ELIGIBILITY: Student/Parent Responsibilities.

Since all public high schools will participate in the Youth Options program, all juniors and seniors in Wisconsin public schools who meet the program requirements are eligible. To qualify for the program, a student must:

- Have completed the 10th grade, be in good academic standing and have no record of disciplinary problems to attend a technical college.
- Apply to the college in the school semester prior to the one in which the student plans to attend the postsecondary course.
- Notify the school board (complete form PI-8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
- Notify the school board if the student is admitted to the college.

A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law under s. 118.15(1) (a), Stats.

- CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS (EEN): The board may refuse to permit a student with EEN to attend a technical college if the cost would impose an undue financial burden on the school district.

- **FORMS NEEDED:** A program plan and report form (PI-8700A) used to notify the school board of a student's participation in the program may be obtained from the guidance counselor or the DPI. Application forms for admission to a college may be obtained from the guidance counselor or the college.
- **TRANSPORTATION:** Parents or students are responsible for transportation between the school and the college. Transportation assistance is available from the DPI for low-income parents.
- **FOR ADDITIONAL INFORMATION:** Contact the high school counselor or local college admissions representative. See Appendix for specific Youth Options guidelines relating to: Students that drop or fail a Youth Options course, course sequence requirements and guidelines for awarding credits.

YOUTH OPTIONS PROGRAM

Any eleventh or twelfth grade student in the North Crawford School District may participate in the Youth Options program in accordance with state law requirements. Admission of students to post-secondary institutions or technical college shall be contingent on meeting the institution's entrance requirements and availability of space.

The high school principal shall determine whether the course(s) is/are comparable to a course offered at the District, whether it satisfies graduation requirements and what, if any, high school credits are to be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows:

1. If the course is taken for high school credit and the course is not 80% or more comparable to one offered in the District, the Board shall pay the costs associated with the course.
2. If the course is taken for high school credit and the course is 80% or more comparable to one offered in the District, the student shall pay the costs associated with the course.
3. If the course is taken only for post-secondary credit, the student shall pay the costs associated with the course.
4. The maximum number of credits for which the school board shall pay is 18 postsecondary credits, total, in their junior and senior years. Students will be allowed to take additional credits beyond the 18, but no reimbursement will be provided and these costs will be the responsibility of the student and parent.

Students participating in the Youth Options Program shall be responsible for their own transportation costs. If they are unable to pay such costs and are receiving high school credit, they may apply to the State Superintendent of Public Instruction for reimbursement of transportation costs.

If a student is not satisfied with the District's decision regarding comparability of courses, satisfaction of high school graduation requirements or the number of high school credits to be awarded, he/she may appeal such decision to the State Superintendent.

STUDENTS THAT DROP A YOUTH OPTIONS COURSE

No Youth Options course will be approved by the District for any student that drops a Youth Options course, for reasons other than medical problems or extreme extenuating circumstances, following the point of commitment by the school district for any tuition costs for the dropped class.

STUDENTS THAT FAIL A YOUTH OPTIONS COURSE

If a pupil receives a failing grade or fails to complete (drops) a course for which the school district has made payment, the student, if he or she is an adult or the student's parent or guardian is responsible for reimbursement to the high school district for all costs related to this course or courses. Pupils who fail to provide reimbursement for a dropped or failed course are not eligible for the youth options program.

The school district recognizes that not all high school students are prepared for the academic rigors of college level courses through Youth Options. Students that fail a Youth Option course, for reasons other than medical problems or extreme extenuating circumstances, have demonstrated they are not sufficiently prepared to successfully complete courses at this level. Before a student will be allowed to enroll in another Youth Options course, the student will be expected to return to the high school and complete a full load of academic courses for two full semesters. Approval for any further Youth Options course will be based upon a) their academic performance following their return, b) recommendations of the guidance counselor, and c) the rigor of the Youth Options course being requested.

GUIDELINES FOR STUDENTS PURSUING YOUTH OPTION COURSES AND/OR DISTANCE LEARNING OPTIONS

The North Crawford High School has identified the following course sequences as those that a student will have satisfactorily completed in his/her education plan before pursuing Youth Option courses within each department listed below.

Mathematics - Completed Algebra I, Algebra II Algebra III, Geometry, Advance Math Topics and/or Pre-Calculus or Calculus.

Foreign Language - Completed all options that are offered at North Crawford High School

English - Completed English 9, English 10, English 11, AP English and one senior elective-

Science - Completed Introduction to Physical Science (Science 9), Biology I, Biology II or Physics, and Chemistry

Social Studies - Completed American History, World History and Government at grades 9, 10 and 11, and completed any twelfth grade in the subject area.

Art - Completed Art I, Art II, and Advanced Art.

Music - Completed three years of high school band or chorus.

Vocational Education - Completed all options available within the district's vocational educational programs in the course of study.

Students must meet entrance requirements into the post secondary institution in order to participate in the Youth Options Program.

GUIDELINES FOR AWARDING HIGH SCHOOL CREDIT FOR YOUTH OPTIONS PROGRAM COURSES

The high school principal will award credit for courses taken through the Youth Options Program if they meet any of the district's graduation requirements and any of the following conditions apply:

1. Credit will be awarded for those courses taken which are extensions of the courses offered at North Crawford High School.
 - a. No credit will be given for courses taken which are comparable to those offered at the high school.
 - b. No credit will be given for courses taken which repeat the course content for which a student has already received a passing grade and high school credit.
 - c. No credit will be given for courses taken which repeat the Youth Option course content for that a student has already taken and failed.
2. Credit will be awarded for those courses taken by gifted and talented students which:
 - a. Provide the student with an opportunity to move to another level of course of study, or
 - b. Provide the student with an opportunity to develop his/her gifts or talents.
3. In order to receive high school credit for a course taken under the Youth Options Program, a student must successfully complete the course and receive a passing grade.

4. As a general guideline, one-quarter (1/4) high school credit shall be awarded for each college credit hour earned.

Bullying Policy

HARASSMENT/BULLYING/HAZING

The School District of North Crawford shall strive to maintain and ensure a learning and working environment free of any form of harassment, bullying, hazing or intimidation toward or between students and employees.

Harassment

Refers to physical or verbal conduct which interferes with a person's work or school performance, or which creates an intimidating, hostile or offensive school or work environment. Examples of conduct prohibited under this policy include, but are not limited to, the following:

Physical or mental abuse.

Verbal comments or other expressions which insult, degrade or stereotype any person or group because of sex, race, religion, national origin, color, disability, sexual orientation or other protected status.

Unwelcome sexual advances. This includes but is not limited to acts such as patting, pinching, brushing up against, hugging, cornering, kissing, or any similar physical contact that is considered unacceptable by another individual.

Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic status.

Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual.

Other unwelcome verbal or physical conduct of a sexual nature. "Sexual Harassment" includes conduct directed by a person at another person of the same or opposite sex.

The District shall not tolerate any form of harassment and shall take necessary steps to prevent such harassment from occurring.. Any employee or student who engages in harassment shall be disciplined in accordance with established procedures and/or provisions of the current employee agreement.

Bullying

Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, **electronically transmitted** (**Cyber-Bullying – see below**), or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, or sexual orientation may contribute to harassment and discrimination in the school environment.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District, or while en-route to or from school are subject to disciplinary action in accordance with Board policy, up to and including suspension or expulsion.

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy **AND WILL BE REFERRED TO LAW ENFORCEMENT**. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

Hazing

Hazing is defined as any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called initiation activities), or maintaining membership in any organization, club or athletic team, sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board policy, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

Any person who believes he/she has been harassed or has knowledge that a policy violation has occurred may file a complaint with the high school principal, elementary principal, or high school guidance counselor, in accordance with established complaint procedures. All harassment complaints shall be seriously and properly investigated, and appropriate actions shall be taken to prevent or correct harassing behavior.

Students and others are prohibited from retaliating against those who report incidents of harassment, bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline. Employees who participate in, allow or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of harassment, bullying or hazing incidents.

For complete Harassment and Bullying Policy, refer to NEOLA policy 5517 and 5517.01 at www.northcrawford.com, Board of Education – School Board Policies.

Appendix

NORTH CRAWFORD BOARD OF EDUCATION

Jill Stefonek - Vice President
 Jim Dworschack - Treasurer
 Judy Powell - Clerk
 Tanya Forkash - Member
 Ed Heisz - Member
 Wade Dull - Member

Administration

Brandon Munson.....Superintendent
 Angie Boland District Bookkeeper
 Amanda Killeen Elementary Principal
 Toby TripalinMiddle/High School Principal
 Cara Wood..... Special Education Director

Student Services

Liz Bransky Information Technology Specialist
 Stephanie ColshMiddle/High School School Counselor
 Zoe Ellerbusch.....Elementary School Counselor
 John Powell..... Nurse

Clerical Staff

Angela Redman..... Administrative Assistant
 Lori Foley.....Middle/High School Secretary
 Tina VoldenElementary Secretary/Athletic Director
 Kari Davidson.....Special Education Assistant

Technology Consultant

Donna Starkey..... Technology Coordinator

Teaching Staff

Karen Brandl.....HS English
 Paul Cota..... Vocal Music
 Anna Davidson.....Physical Education, Adaptive PE
 Joseph Ferrito..... HS Social Studies
 Linda Dworschack MS/HS Science
 Erika WilsonMS English
 Jessica Gander..... MS/HS Social Studies
 Rob Ghormley.....HS English
 Scott Hubatch..... Business Education
 Tanya Miller..... Cross-Categorical Special Education
 Rob Sailer HS Mathematics
 Derrik JunkerInstrumental Music
 Aaron Keenlance Industrial Technology
 Brandie Myhre PK-12 Art
 Candace Peterson.....Family and Consumer Education
 Eileen Robel..... HS Math
 Jessica Jaeger MS Math
 Scot Schellhorn..... Cross-Categorical Special Education

Kathleen Schwartz Grade 6
 Andrew Watters Special Education
 Chris Wettstein..... Physical Education, Health
 Jessica Wick..... Spanish
 Luke Zitzner HS Science

CLASS ADVISORS

9th Grade..... Rob Sailer & Eileen Robel
 10th Grade..... Karen Brandl & Rob Ghormley
 11th Grade..... Lucas Zitzner & Aaron Keenlance
 12th Grade..... Jessica Wick & Joseph Ferrito

NORTH CRAWFORD HIGH SCHOOL ORGANIZATIONS

AODA Coordinator.....Stephanie Colsch
 Drama..... Joseph Ferrito
 Forensics Robert Ghormley
 National Honor Society..... Linda Dworschack
 Pep Band Derrick Junker
 Robotics..... Linda Dworschack
 Spanish Club Jessica Wick
 Student Government Eileen Robel
 Yearbook Anna Davidson

STUDENT CLASSROOM CODE OF CONDUCT PURSUANT TO SECTION 118.64, WI STATUES

Statement of Principle

The District recognizes its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's

activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

Grounds For Disciplinary Class Removal

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

For the purposes of this code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

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

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

- Open defiance or disrespect of the teacher, manifest in words, gestures or other overt behavior
- Other behavior likely or intended to sabotage or undermine the instruction

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

Other, Non-Disciplinary Reasons For Removal Of A Student From Class

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

Removal Of A Student From Class

A teacher may temporarily remove any student from class under this Code. When the teacher determines that removal is appropriate, the teacher should instruct the student to immediately and directly go, or be taken, to the office. When the student arrives, the Principal should give the student an opportunity to briefly explain the situation. If the Principal or designee is not available immediately upon the student's arrival, the student should be taken to the main office, and the Principal or designee should speak to the student as soon as practicable thereafter. For the duration of the removal, the student shall stay 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. As soon as practicable, the teacher and/or Principal shall inform the student's parents that the student was removed from class. Such notice may be by telephone and/or parents of the student shall be sent written notice of the removal.

Length Of A Short Term Removal

In most cases, a student shall remain in the short term removal area for at least the duration of the class or activity from which she or he was removed, or for at least forty-five (45) minutes, whichever is longer. Prior to allowing the student to resume his/her normal schedule, the 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 Principal or designee may retain the student in short term removal.

Procedures For Long-Term Removal

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher will notify the building administrator in writing. Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. Following consideration of the teacher's statement and any other information, the building administrator shall, in 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.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student and/or the student shall have the right to meet with the building administrator and the teacher(s) who made the request for removal. Where 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 parents and/or student as fully as possible regarding the basis for removal, the alternatives considered, and the basis for any decision. However, nothing in the Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

This Code, and the procedures regarding removal, is intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long-term or short-term.

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

DISCIPLINARY CODE: INFRACTIONS AND CONSEQUENCES

Students are subject to the following rules and consequences. When more than one student is involved in an infraction of a rule, each will receive a consequence based upon their disciplinary history.

- A. Student to Student Relationships: Students will refrain from physical and verbal abuse directed at other students.

Infraction

- A-1 Disrespect of fellow students: To insult, call derogatory names, dishonor, make gestures verbally or in writing. Step—1-4
- A-2 Threatening, intimidating, or harassing another student: Step—1-4
- A-3 Excessive roughness: Pushing another, potentially injurious and unwelcome physical contact. Step—1-4
- A-4 Physical Attack: The act or threat of physically assaulting or, in some manner, attempting to injure another student. Step—1-6 Special Provision: Referral to police when appropriate.
- A-5 Fighting: The act of involving hostile bodily contact. Step—2 Special Provision: Both parties will share in any damages, unless self-defense can be shown. Referral to police when appropriate.
- A-6 Property Damage or Theft of Other Students: Step—1-4
Special Provisions: Restitution. Referral to police when appropriate.

- B. Student-to-Staff Relationships: Students shall refrain from disobedience, disrespect, threats, or attacks directed to members of the school staff, as well as damage to or thefts of property belonging to staff members.

Infraction

- B-1 Insubordination: The willful failure to respond or carry out a reasonable request by authorized school staff. Step—1-4
- B-2 Threatening or Intimidating Acts: Verbally or by gesture threatening the well being, health or safety of any member of the school staff. Step—2-6 Special Provision: Notification of police when appropriate.
- B-3 Physical Attack: The act or threat of physically assaulting any member of the school staff. Step—5-6
Special Provision: Notification of police.
- B-4 Disrespect: To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff. Step—1-6
- B-5 Disrespect for the Property of a Member of the School Staff:
- B-5a Theft. Step—1-6
Special Provision: Restitution.
- B-5b Damage. Step—2-6
Special Provision: Restitution. Referral to police when appropriate.

- C. School Property: Students shall not commit acts of vandalism, theft, or abuse of school property.

Infraction

- C-1 Vandalism: The act of willful destruction of public property. Step—1-6
Special Provision: Restitution. Referral to police when appropriate.
- C-2 Theft:
 - C-2a — Theft not serious enough to be reported to police. Step—1-3 Special Provisions: Restitution.
 - C-2b — Theft that is reportable to police. Step—2-4
Special Provision: Restitution. Referral to police.
- C-3 Littering: Step—1
Special Provision: Work detail.
- C-4 Improper use of School Property: Step—1-3
- C-5 Misuse of food or beverages in the cafeteria or in other areas of the building. Step—1
Special Provision: Work detail in the cafeteria.

- D. Alcohol, Tobacco, and Drugs: Students shall not be in the possession of, use or sell any non-prescribed drugs, alcoholic beverages, or tobacco products. Look alike alcohol, tobacco, and drugs are also prohibited

Infraction

- D-1 Possession or Use of Alcohol/ Drugs: Step—5-6
Special Provision: Police involvement when appropriate. Referral to SAP (Student Assistance Program).
- D-2 Possession or Use of Tobacco Product: Step—2-4 &/or Tobacco Referral to Police.
- D-3 Selling or Transmitting Alcohol or Drugs: Step—5-6
Special Provision: Referral to police for prosecution. Referral to SAP.
- D-4 Possession, use, or selling of look alike alcohol, tobacco or drugs.
Step—1-5
Provision: Police involvement when appropriate. Referral to SAP.

- E. Other Disciplinary Infraction:

Infraction

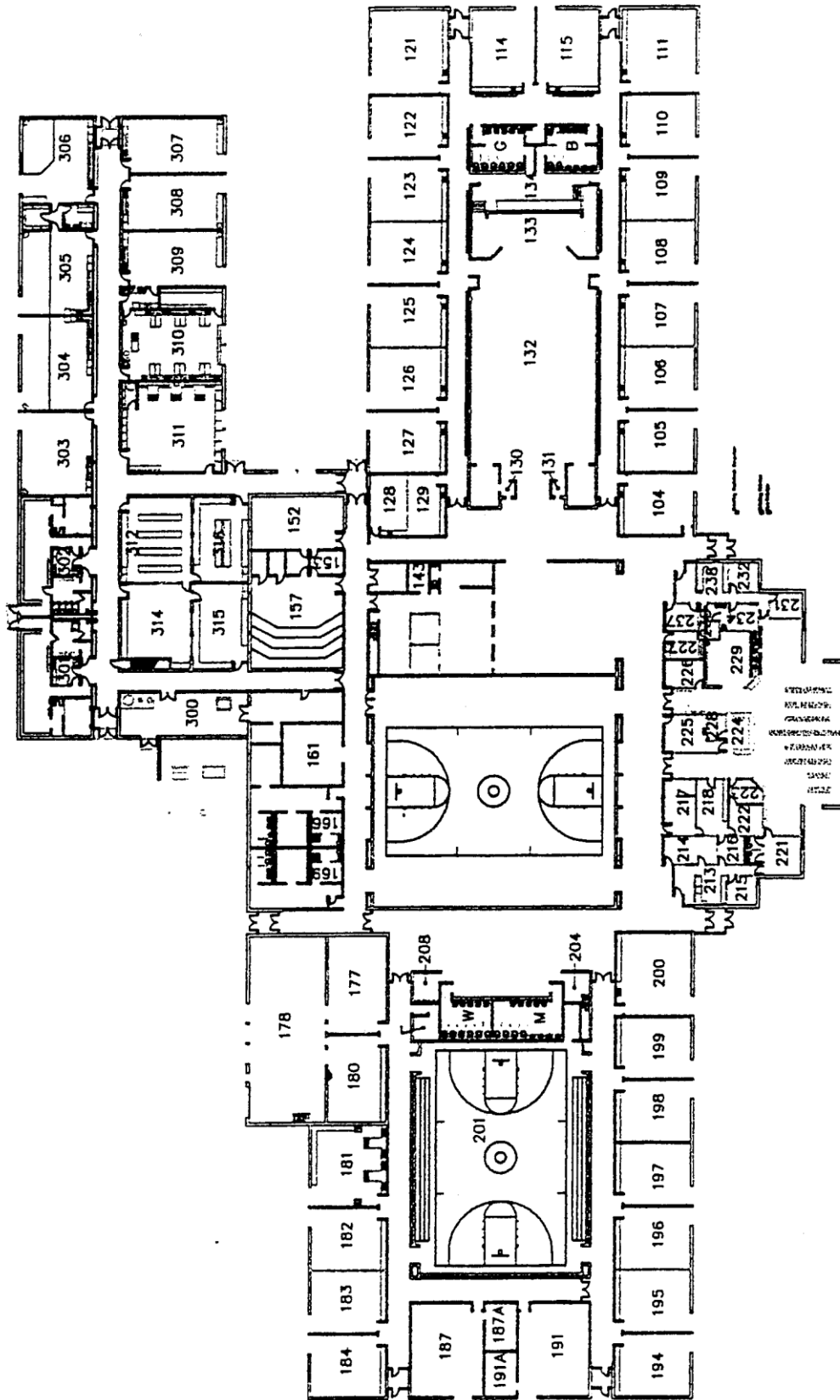
- E-1 Repeated or Serious Classroom Disruption: Step—2-6
- E-2 Disruption of Meeting or Assemblies: Step—1-3
Special Provision: Possible exclusion of future meetings and/or assemblies.
- E-3 Cheating: Stealing a test, tampering with grade book, copying work, etc. Step—1-4
- E-4 Forgery: Step—1-4
- E-5 Being an Accessory to a School Rule Violation: Step—1-3
- E-6 Abusive or offensive language used in the presence of staff members and/or students, including written notes and published material, as well as verbal. Step—1-3
Pornography – Step - 3-5
Special Provision: Referral to police when appropriate.
- E-7 Necking, embracing, or similar improper and/or disruptive behavior: Step—1-2
- E-8 Inappropriate Dress and Attire: Clothing that is a distraction in school or detrimental to the health, safety, or reputation of the student or school. Shoes must be worn at all times except when a teacher requests that they be removed.
Step—1-2 Special Provision: May be asked to change clothing.
- E-9 Skipping class/classes: Leaving school grounds without checking out as per attendance policy
Step—1-2 Special Provision: Truancy Citation

- F. Protection of the Public Safety and or Health:

Infraction

- F-1 Detonation or possession of Firecrackers, other Explosive Devices or Flammable Material:
Step—4-6
Special Provisions: Referral to police. Confiscation of item.
- F-2 False Alarms: Step—5-6
Special Provision: Referral to police.
- F-3 Bomb Threats: Step—5-6
Special Provision: Referral to police.
- F-4 Improper Use of Motor Vehicles:
F-4a — Reckless driving.
Step—1-3.
Special Provision: Report to police.
- F-4b — Unauthorized driving during the school day. Step—1-3.
- F-5 Creating a Hazard: Any behavior, which could endanger the health and safety of students or staff.
This includes running in the hall.
Step—1-6 Special Provision: Report to police.
- F-6 Possession and/or usage of laser pointers: Violations against students or staff shall be considered under the category of physical attack. (Ref.:443.3) Step—1-6
Special Provision: Report to police.
- F-7 Possession and/or usage of any weapon or device intended to injure: This extends from firearms to shooting paper clips at students.
(Ref.: 832) Step—2-6 Special Provision: Report to police.

North Crawford K-12 School Floor Plan



North Crawford School District Extra-Curricular Code Handbook



2020-2021

2020-2021 Co-Curricular Code

INTRODUCTION

The co-curricular activities at North Crawford High School are meant to be a normal and enjoyable extension of the total educational experience. Co-curricular activities are those activities outside the regular classroom that do not have an effect on grades or credit received. Participation in these activities is intended to assist in the physical, emotional, and social development of a student beyond what can be achieved in the regular academic programs. These activities allow the students to put into practice many of the qualities important in everyday life; such as dedication, sacrifice, loyalty, integrity, sportsmanship, teamwork, and competition. They allow the participant to strive to be the best that they can be for today and in the future. Co-curricular activities are an important and desirable part of an individual's total educational program, but they are not required. Therefore, additional expectations are made along with such participation. The cooperation of parents, students, and school working together is necessary to make co-curricular activities a meaningful experience.

APPLICATION

This handbook applies to all grades 6 through 12 students who are involved in any of the co-curricular activities sponsored by the North Crawford School District and is enforced twelve months of the year.

Middle school and high school careers are treated separately. Students entering 9th grade start out with no violations. Any violations that they may have incurred at the junior high level do not apply to their high school career. If, however, a student has had a violation during their junior high years that has not yet been fully served, it must be served even if it has to be served once the student enters high school.

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

CO-CURRICULAR ACTIVITIES

Co-curricular activities are those athletic and non-athletic activities that are recognized and organized by the North Crawford School District and are not part of the academic curriculum. Participation in these activities is considered a privilege and not a right and may be cancelled at any time.

CO-OP WITH ANOTHER SCHOOL

Any school requesting to co-op with North Crawford for any extra-curricular activities, will follow North Crawford's Athletic Code during that period of time of the activity. If North Crawford would co-op with another school in any activity, they will follow the host schools athletic code.

GENERAL RESPONSIBILITIES

The privilege of participation in co-curricular programs is extended to all young men and women at North Crawford, provided they are willing to assume certain responsibilities. The greatest responsibility is to be a credit to your parents, school and community. Therefore it is required that you:

- a. Display high standards of social behavior.
- b. Display outstanding sportsmanship.
- c. Display proper respect to those in authority, including teachers, advisors, coaches, judges, and officials.
- d. Display a real spirit of cooperation.
- e. Dress with special care when performing in public at home and/or away.
- f. Use language, which is socially acceptable. Profanity will not be tolerated.

The co-curricular code is in effect for all participants in co-curricular activities. Copies of the code are available in the High School Office and from the Athletic Director. At the beginning of each school year, a meeting is held to acquaint students and their families with the co-curricular code. Attendance at this meeting is required of any student and their parent/guardian entering North Crawford Schools at the Junior/Senior high level and who is

interested in a co-curricular activity or who will be out for a co-curricular activity for the first time. The meeting is also strongly advised for all participants whenever there are major revisions as announced by the Athletic Director. Contact must be made with the Athletic Director if the meeting can not be attended.

An emergency card, including phone numbers, is also to be on file in the high school office. All transfer and exchange students will be ineligible to compete until their eligibility has been confirmed. Athletic participants must also have a current physical and/or alternate year WIAA card on file with the Athletic Director.

ACADEMIC ELIGIBILITY

Any student receiving one or more failing grades in any grading period will be ineligible for the next 15 scheduled school days. The ineligibility period will begin with the day grades are due in the office. During this ineligibility period, unless excused by the coach/advisor, the student is expected to attend practices but cannot participate in any performances or competitions in any co-curricular activity.

**Any student receiving one or more failing grades in any grading period for the preceding semester or quarter will be ineligible for the next 15 scheduled school days or 25% of the season for fall sports. Also if an incoming freshman has a rating of 1 in work habits or work completion in any particular class they will also be ineligible. The ineligibility period will begin with the day grades are due in the office. During this ineligibility period, unless excused by the coach/advisor, the student is expected to attend practices but cannot participate in any performances or competitions in any co-curricular activity.

If the student is still doing failing work in one or more classes at the end of the 15 days of ineligibility, that student becomes totally ineligible for the rest of the grading period. During that time, the student may not participate at all, including practices, in any co-curricular activity.

A student may erase ineligibility status following the last grade reporting period of the school year through summer school courses (including correspondence courses) provided the school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings. No more than 2 credits may be made up in one summer. If a student does not elect to take summer courses to erase ineligibility status, that student will be ineligible for the first 15 days in the fall.

Student grades will be checked after 2 full weeks of school. If a student is failing one or more classes at that time they will have 1 week to bring all of their grades up to passing. If they are not passing at the Friday grade check after 3 weeks they will be ineligible for one week. Friday grade checks will be every week following that and if they are failing in any class after week 3 they will be automatically ineligible for the next week. You can restore eligibility by having all passing grades on the next Friday grade check after your 1 week of ineligibility.

A report card grade, marked as an incomplete in any class, will be considered as a failing grade. Students have 10 school days to complete the work to receive a passing grade. A student regains immediate eligibility if the incomplete is converted to a passing grade. It is the student's responsibility to obtain a written notice of change from the teacher. Contact the Athletic Director for a change of grade form.

CONDUCT RULES

At all times, participants shall refrain from conduct, which violates the ideals, principles and standards of the North Crawford School District. Participants violating these expectations may lose eligibility in activities.

Ethical and behavioral ideals, principles, and standards including, but are not limited to: negative and/or illegal acts against persons or property, and involvement in acts which are viewed as contrary to accepted moral and legal standards including severe profanity, abusive language, vandalism (damage with intent), fighting, cheating on tests or school work, and theft. This also includes the use, possession, sale or distribution of alcoholic beverages, tobacco and illegal drugs or attendance at an illegal gathering. These rules apply to both on and off school grounds. Any incidents of violations or repeated violations, regardless of when they occur, will be considered as separate violations. (After the initial violation, all subsequent violations will build upon the previous level.)

HONESTY CLAUSE

If a student is not honest during an investigation, that in and of itself provides for an additional consequence and may move the student to the next step of discipline because of their untruthfulness. This would even apply to not guilty student's responses during an investigation. The penalty may also be reduced for admitting to the violation and working with school personnel during the investigation.

REPORTING VIOLATIONS

Anonymous reports will not be considered as evidence in determining violations. All violation reports must be signed by the reporter. Student reporters must also have their report co-signed by an adult.

CONSEQUENCES

Consequences for breaking conduct rules are progressive, meaning that they become more severe with each violation and increase with the seriousness of the violation. The Athletic Director will determine step placement. A consequence can not be less strict than is required by an affected governing body (such as the WIAA). The following guidelines are followed:

- Any violation that involves the possession, use, sale, or distribution of drugs or alcohol will require participation in North Crawford's student assistance program before the student may be readmitted into a co-curricular activity.
- Consequences for violations that occur at approximately the same time will be served consecutively.
- Attendance at practices and events during a suspension will be at the discretion of the coach/advisor and parent.
- A student that completes one year with no violation after being given their consequence for any previous violation will have a clean record.
- Transfer students with a code violation from another school must serve out the consequence as decreed by the previous school.

Violation Level Examples:

Step 1 Violation:	Any assigned detention. Detention due to excessive tardiness to class. Flagrant misbehavior during school. (Classroom, lunch, study hall, library, passing periods) Cheating, In-School Suspension/
Step 2 Violation:	Out-of-School Suspension, Disorderly Conduct Flagrant disrespect of any school personnel in or out of school. Fighting, violence, aggressive or threatening behavior towards others. In attendance, but not consuming, of an illegal gathering where alcohol/drugs are being consumed. Theft or vandalism,
Step 3 Violation:	Possession, use, sale or distribution of Alcoholic beverages and/or tobacco products.
Step 4 Violation:	Possession of a weapon with the intent to cause harm to others. Use of illegal drugs.

Consequence Steps:

- | | |
|---------|--|
| Step 1: | The consequence/disciplinary action will be determined by the coach. |
| Step 2: | The student will be suspended from one event. |
| Step 3: | The student will be suspended from two consecutive events. |
| Step 4: | The student will be suspended from four consecutive events. |

Consequences could be more severe if violations are repeated regularly. Those consequences would be made by the Superintendent, Athletic Director and Coaches of North Crawford School District.

AODA Violations: Must meet with the AODA counselor if said student/athlete is found guilty of usage of alcohol and other drugs.

NO AWARDS OR RECOGNITION FOR ALL ATHLETIC CODE VIOLATIONS.

GENERAL RULES

1. Conduct – Coach, Advisor, Principal, Athletic Director Discretion
Co-curricular participants represent themselves and North Crawford to other students and to the community. Therefore, their conduct must not bring discredit to their school, parents and other participants. Any student may be benched by the coach, advisor, principal, or athletic director for one or more contests/performances. The coach/advisor shall inform the principal of this consequence and the violation may be considered for further disciplinary action.

2. Detention/Suspension
Students involved in co-curricular activities should not become involved in disciplinary actions. Everyone suffers when this happens. Practices/performances are planned, and one absence can disrupt the entire program.

If placed on detention, the student is required to fulfill the detention obligation as scheduled. Failure to do so may result in suspension from participation until the detention is served. After serving the detention, the student may then report to the scheduled co-curricular activity. If the activity is away, the detention must be completed before the student is allowed to leave on the transportation provided and participate in the activity.

If the student is serving any type of suspension the student will not be allowed to attend any school activity, whether it is a practice, contest, performance, etc. until the suspension is completed.

3. Attendance/Missed Class Work
The student's primary responsibility is academic attendance. Unexcused absences the day of a contest/performance or practice may cause the participant to become ineligible for participation that day. Failure to secure, complete and return advance makeup slips to the high school office as required may result in ineligibility. See the Student Handbook for excused, unexcused, and advance makeup absence requirements.

For co-curricular purposes, absence due to illness for any portion of a school day, the student cannot practice or participate in a performance/competition on the date of the absence. The student must also be in attendance the day following a performance/competition with the exception being a Friday date.

Re: Practice. Students who are repeatedly absent for all or part of the day following a contest or performance may be asked to present a medical excuse in order to receive an excused absence from the coach/advisor.

A committee consisting of the Athletic Director, the principal, and a coach/advisor will decide eligibility questions relating to school attendance.

Individual coaches may impose additional requirements in order to provide for the welfare of the individual and team.

Class work missed due to early dismissal or absence must be made up; it is the student's responsibility to get those assignments. Failure to submit make-up work may result in disciplinary action by the coach.

Co-curricular participants are expected to participate fully in their approved school activities on days of events.

4. Care of Equipment

In many co-curricular activities it is necessary for the participants to use school property. Each student is responsible for any and all items that are issued to them. It is expected that these items will be returned at the end of the season in approximately the same conditions as when issued. If the items are damaged or not returned, the student may be charged for those item's replacement or repair. No items that are issued to a participant should be used or worn outside of school contest, performances or practices. Theft of North Crawford property or that of another school is considered a serious offense and will result in a code consequence and disciplinary action on the Step System.

5. Travel and Conduct on Trips.

Each coach/advisor will instruct their participants regarding rules and behavior on out of town trips. The time of departure will be available to all participants through the coach/advisor and/or daily announcement bulletin. All participants should go to and return from all events together. The school for any other mode of transportation will assume no responsibility.

Extenuating circumstances: Unless prior arrangements have been made through the principal or athletic director, a student is ineligible to participate if school transportation was not used to get to a scheduled event.

On occasion, a parent may request to take their students home with them. The parent must submit a written request in person to the coach/advisor, and is subject to their approval. A coach/advisor may only release a student to their parent/legal guardian unless permission has been granted **in advance** by the Principal, Dean of Students, or Athletic Director.

6. Changing Co-Curricular Activities

A participant may not quit one activity and begin another one during the same season except by mutual agreement of the coaches/advisors involved and the Athletic Director.

7. Grooming, Curfew, and Other Coach/Advisor Expectations

Good grooming is essential in all co-curricular activities. This includes cleanliness and a neat appearance. Every attempt should be made by participants to follow the coach/advisor recommendations for good grooming practices.

All participants are expected to follow curfew and other guidelines set up by their coach/advisor.

VIOLATION APPEAL PROCEDURE

When information has been gained concerning a possible co-curricular code violation, the school will make a reasonable effort to confirm the information. A meeting with the Athletic Director or Principal and the student will be held for the student to be heard prior to any consequence being enforced. The student and parents will be notified of the violation, including pertinent information regarding the violation, within five (5) school days from when the violation has been confirmed. A copy of this appeal procedure will be included with this notification. Serving of the consequence will begin immediately. The consequence will be served in all co-curricular activities that the student is involved in at the time.

If the student and/or parents are not satisfied with the suspension, they may request a conference within five (5) school days from the date they were notified of the violation and consequence. The conference request must be in writing, must state the grounds or reason for the appeal and shall be addressed or delivered to the high school principal. The consequence will remain in effect during the appeal process.

The principal will hold an appeal conference with the student and/or parents within seven (7) school days of the date of the submission of the appeal. The conference will be tape-recorded and the student and/or parents may submit relevant verbal or written information to the principal for his/her consideration. The principal will determine if the

conduct occurred and, if so, whether the consequence imposed is consistent with the consequence provided for the offense under the co-curricular code.

The parents and student will receive written notification of the principal's decision within five (5) school days of the date of the conference. The notification will state when the student will again be eligible to participate and the student's current violation level.

If the parents/student are not satisfied with the principal's determination, they may request that the School Board review the principal's determination. The request, as submitted to the principal stating the grounds or reason for the appeal, shall be addressed or delivered to the superintendent with a copy to the principal. The consequence will remain in effect during the appeal process. New information may not be submitted after the conference with the principal except for extraordinary reasons. If those reasons exist, the principal will consider and act on the information provided as a follow-up appeal with him/her. The suspension will remain in effect while review is pending.

The School Board, at the next regularly scheduled Board meeting, will review the tape of the conference and all documentation submitted at the time of the conference and will determine whether or not sufficient reason existed for the principal's determination. The School Board may seek the assistance of the superintendent in reaching its determination. Neither the principal nor the student/parent will be present nor will they participate in the review process.

The School Board may either uphold the principal's determination, determine that there was insufficient evidence to show that the student engaged in the conduct alleged or, in unusual circumstances, send the matter back to the principal for additional conference.

The parents and student will receive written notification of the Board's decision within five (5) school days of the date of the meeting.

The Co-Curricular Code will be reviewed annually.

Students under a code violation may not join a co-curricular activity already in progress to complete their suspension without an expectation contract signed by the student, parent, coach/advisor, and Athletic Director. This contract will include criteria for completing the season.

North Crawford School District
Co-Curricular Contract 2020-2021

I, as parent of _____, have read the rules and policies set forth under the co-curricular code at North Crawford School District and give my child permission to participate under these conditions. I will do my part in seeing that he/she follows these rules and regulations.

Date: _____

Parent/Guardian Signature: _____

I, _____ as a young adult have read the co-curricular code and agree to abide by all the rules and regulations set forth. I further agree to assume full responsibility for all equipment issued to me. I will respect my coach, team, and officials.

Date: _____

Student Signature: _____

HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just “not feeling right” or “feeling down” 	<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
 - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

What should you do if you think your child has a concussion?

SEEK MEDICAL ATTENTION RIGHT AWAY. A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

KEEP YOUR CHILD OUT OF PLAY. Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION. Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

If you think your teen has a concussion:
Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information, visit www.cdc.gov/Concussion.





PARENT & ATHLETE AGREEMENT

Related to Concussion Law WI Stat. 118.293

As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury. *This form must be on file for every sports season and every youth athletic organization the athlete is involved with and must be renewed each school year (clubs- every 365 days).*

Parent Agreement:

I _____ have **read** the Parent Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

Parent/Guardian

Signature _____ Date _____

Athlete Agreement:

I _____ have **read** the Athlete Concussion and Head Injury Information and **understand** what a concussion is and how it may be caused.

I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

Athlete

Signature _____ Date _____





2020-2021 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents
From: Wisconsin Interscholastic Athletic Association and _____
(School)

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.

These are WIAA eligibility rules, which are **current for the 2020-2021 school year**:

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being

ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.

- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first six consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
- D. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.
- G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.
- I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.
 Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No	MEDICAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?			26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____			27. Have you ever used an inhaler or taken asthma medicine?		
3. Have you ever spent the night in the hospital?			28. Is there anyone in your family who has asthma?		
4. Have you ever had surgery?			29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No	30. Do you have groin pain or a painful bulge or hernia in the groin area?		
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?			31. Have you had infectious mononucleosis (mono) within the last month?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			32. Do you have any rashes, pressure sores, or other skin problems?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?			33. Have you had a herpes or MRSA skin infection?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____			34. Have you ever had a head injury or concussion?		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)			35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
10. Do you get lightheaded or feel more short of breath than expected during exercise?			36. Do you have a history of seizure disorder?		
11. Have you ever had an unexplained seizure?			37. Do you have headaches with exercise?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?			38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No	39. Have you ever been unable to move your arms or legs after being hit or falling?		
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?			40. Have you ever become ill while exercising in the heat?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?			41. Do you get frequent muscle cramps when exercising?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?			42. Do you or someone in your family have sickle cell trait or disease?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?			43. Have you had any problems with your eyes or vision?		
BONE AND JOINT QUESTIONS	Yes	No	44. Have you had any eye injuries?		
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?			45. Do you wear glasses or contact lenses?		
18. Have you ever had any broken or fractured bones or dislocated joints?			46. Do you wear protective eyewear, such as goggles or a face shield?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?			47. Do you worry about your weight?		
20. Have you ever had a stress fracture?			48. Are you trying to or has anyone recommended that you gain or lose weight?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)			49. Are you on a special diet or do you avoid certain types of foods?		
22. Do you regularly use a brace, orthotics, or other assistive device?			50. Have you ever had an eating disorder?		
23. Do you have a bone, muscle, or joint injury that bothers you?			51. Do you have any concerns that you would like to discuss with a doctor?		
24. Do any of your joints become painful, swollen, feel warm, or look red?			FEMALES ONLY		
25. Do you have any history of juvenile arthritis or connective tissue disease?			52. Have you ever had a menstrual period?		
			53. How old were you when you had your first menstrual period?		
			54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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9-2681/0410

PREPARTICIPATION PHYSICAL EVALUATION
THE ATHLETE WITH SPECIAL NEEDS:
SUPPLEMENTAL HISTORY FORM

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION			
Height	Weight	<input type="checkbox"/> Male <input type="checkbox"/> Female	
BP	/ (/)	Pulse	Vision R 20/ L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance • Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)			
Eyes/ears/nose/throat • Pupils equal • Hearing			
Lymph nodes			
Heart* • Murmurs (auscultation standing, supine, +/- Valsalva) • Location of point of maximal impulse (PMI)			
Pulses • Simultaneous femoral and radial pulses			
Lungs			
Abdomen			
Genitourinary (males only) ^b			
Skin • HSV, lesions suggestive of MRSA, tinea corporis			
Neurologic ^c			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional • Duck-walk, single leg hop			

*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
^bConsider GU exam if in private setting. Having third party present is recommended.
^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports _____
- Reason _____
- Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, a physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____
 Address _____ Phone _____
 Signature of physician _____ MD or DO/PA/ANP

■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION – ATHLETIC PERMIT CARD

(Print or Type)

ALL STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS MUST HAVE THIS CARD ON FILE AT THEIR SCHOOL PRIOR TO PRACTICE OR PARTICIPATION

Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.

NAME (Last) _____ (First) _____ (Middle Initial) _____ Date of Birth _____
 Age _____ Sex _____ Grade _____ School _____ City _____
 Present Address _____ Telephone _____

Cleared without restriction Cleared, with the following qualifications: _____

Not cleared Pending further evaluation For all sports For certain sports: _____

Reason: _____

Recommendations: _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, a physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of Physician (Print/Type) _____

SIGNATURE OF LICENSED PHYSICIAN (MD OR DO)/PA/APNP*: _____

Clinic Name _____

Address/Clinic _____ City _____ State _____ Zip Code _____

Telephone _____ Date of Examination _____

* Physicians may authorize Nurse Practitioners to stamp this card with the physician's signature or the name of the clinic with which the physician is affiliated.

Parents' Place of Employment _____

Family Physician _____ Family Dentist _____

Name of Private Insurance Carrier _____ Telephone _____

Subscriber Member Name (Primary Insured) _____

Emergency Information

Allergies _____

Other Information (medication, etc.) _____

Immunizations Up to date (see attached documentation) Not up to date - specify _____
 (e.g., tetanus/diphtheria; measles, mumps, rubella; hepatitis A, B; influenza; poliomyelitis; pneumococcal; meningococcal; varicella)

1. I hereby give my permission for the above named student to practice and compete and represent the school in WIAA approved interscholastic sports except those restricted on this card.
2. Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping.

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION ALTERNATE YEAR ATHLETIC PERMIT CARD

Physical Date _____ SCHOOL YEAR 20____ - 20_____

NAME _____ GRADE _____ DATE OF BIRTH _____
Last First Middle Initial

Present Address _____ Telephone _____

Parents' Place of Employment _____

Family Physician _____ Family Dentist _____

Name of Private Insurance Carrier _____ Telephone _____

Subscriber Member Name (Primary Insured) _____

- I hereby give my permission for the above named student to practice and compete and represent the school in WIAA approved sports.
- I also attest to the fact that the above named student has had no injury or illness serious enough to warrant a medical evaluation prior to participating this school year.
- Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping.
- It is recommended that information regarding your child's allergies and prescribed medication be made available.

PARENT: If there is any question that this student may not be qualified for athletic competition without, at least, a partial re-evaluation, contact your medical advisor before signing card.
SIGNATURE OF PARENT _____ DATE _____

ALL STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS MUST HAVE THIS ALTERNATE YEAR CARD ON FILE AT THEIR SCHOOL PRIOR TO PRACTICE OR PARTICIPATION

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION ALTERNATE YEAR ATHLETIC PERMIT CARD

Physical Date _____ SCHOOL YEAR 20____ - 20_____

NAME _____ GRADE _____ DATE OF BIRTH _____
Last First Middle Initial

Present Address _____ Telephone _____

Parents' Place of Employment _____

Family Physician _____ Family Dentist _____

Name of Private Insurance Carrier _____ Telephone _____

Subscriber Member Name (Primary Insured) _____

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- I also attest to the fact that the above named student has had no injury or illness serious enough to warrant a medical evaluation prior to participating this school year.
- Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping.
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WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION ALTERNATE YEAR ATHLETIC PERMIT CARD

Physical Date _____ SCHOOL YEAR 20____ - 20_____

NAME _____ GRADE _____ DATE OF BIRTH _____
Last First Middle Initial

Present Address _____ Telephone _____

Parents' Place of Employment _____

Family Physician _____ Family Dentist _____

Name of Private Insurance Carrier _____ Telephone _____

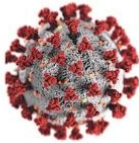
Subscriber Member Name (Primary Insured) _____

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- I also attest to the fact that the above named student has had no injury or illness serious enough to warrant a medical evaluation prior to participating this school year.
- Pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder (collectively known as "HIPAA"), I authorize health care providers of the student named above, including emergency medical personnel and other similarly trained professionals that may be attending an interscholastic event or practice, to disclose/exchange essential medical information regarding the injury and treatment of this student to appropriate school district personnel such as but not limited to: Principal, Athletic Director, Athletic Trainer, Team Physician, Team Coach, Administrative Assistant to the Athletic Director and/or other professional health care providers, for purposes of treatment, emergency care and injury record-keeping.
- It is recommended that information regarding your child's allergies and prescribed medication be made available.

PARENT: If there is any question that this student may not be qualified for athletic competition without, at least, a partial re-evaluation, contact your medical advisor before signing card.
SIGNATURE OF PARENT _____ DATE _____

ALL STUDENTS PARTICIPATING IN INTERSCHOLASTIC ATHLETICS MUST HAVE THIS ALTERNATE YEAR CARD ON FILE AT THEIR SCHOOL PRIOR TO PRACTICE OR PARTICIPATION

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



CS 314937A 06/01/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

North Crawford School District

WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19
ASSUMPTION OF RISK/WAIVER OF LIABILITY/INDEMNIFICATION AGREEMENT

As a result of the highly contagious novel coronavirus, COVID-19, federal, state and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

North Crawford School District has put in place preventative measures to reduce the spread of COVID-19 including following the directives and guidelines from the Governor, the Wisconsin Department of Health, and our county health department. However, the North Crawford School District cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending and participating in extracurricular events could increase your risk and your child(ren)'s risk of contracting COVID-19.

You and/or your child(ren)'s participation and attendance at an activity is voluntary. Further, you and your child(ren) are required to abide by directives designed to lower the risk of COVID-19 exposure which may include wearing masks, social distancing (6 feet apart), washing hands, non-sharing of equipment, wiping down all shared equipment after each use, limitations on spectators, etc. These directives will be provided to you by North Crawford School. If you fail to follow these directives, you will forfeit you and your child(ren)'s right to continued participation in the activity.

In consideration of being allowed to participate in the activity the undersigned acknowledges, appreciates, and agrees that:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,

2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,

3. I willingly agree to comply with the stated and customary terms and conditions for participation as regards protection against infectious diseases. If, however, I observe and any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS North Crawford School District their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors,

advertisers, and if applicable, owners and lessors of premises used to conduct the event (“RELEASEES”), WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IF FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name of participant: _____

Participant signature: _____

Date signed: _____

FOR PARTICIPANTS OF MINORITY AGE (UNDER AGE 18)

This is to certify that I, as parent/guardian, with legal responsibility for this participant, have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, I and my child/ward understand and accept these risks and responsibilities. I for myself, my spouse, and child/ward do consent and agree to his/her release provided above for all the Releasees and myself, my spouse, and child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child’s/ward’s presence or participation in these activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.

Name of parent/guardian: _____

Parent guardian/signature: _____

Date signed: _____

North Crawford Athletic Department Covid-19 Waiver/Release Form 2020

**TRANSPORTATION
HANDBOOK
FOR BUS DRIVERS
2020-21**



**NORTH CRAWFORD
SCHOOL DISTRICT**

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EMERGENCY NUMBERS

District Office-----	608/735-4318
High School Office-----	608/735-4311
Elementary School Office-----	608/624-5201
Bus Garage -----	608/624-3484
Transportation Supervisor's Residence-----	608/624-5845
District Administrator's Residence-----	608/632-0799
MS/HS High Principal's Residence -----	608/512-7430
Elementary Principal's Residence-----	608/843-1357

FIRE DEPARTMENTS

Gays Mills -----	911
Soldiers Grove -----	911

AMBULANCE

North Crawford & Ocooch Mt. Rescue Squad-----	911
---	-----

SHERIFF'S DEPARTMENTS

Crawford County -----	911
Richland County -----	911
Vernon County -----	911

WINTER SCHOOL CANCELLATIONS

Drivers will be notified by phone no later than 6:30 a.m. on mornings we will have a late start or school will be closed. You should advise students and parents that on late start days you will begin your route 10 minutes earlier to account for slower travel.

In the event of an early release during the school day announcements will be made on the radio stations. All drivers will also be contacted personally by phone. You must inform the Bus Garage or District Office of your whereabouts on days when weather predictions are not good.

Radio Stations Used:

WVRQ Viroqua
WPRE Prairie du Chien
WRCO Richland Center
WIZM/Z-93 La Crosse--As time and phone lines permit
Television stations may include channels 8 & 19.

Skylert Message:

A Skylert message will also be sent via telephone, text message, and/or email. If no report is heard, it can be assumed that school will be in session.

SCHOOL BUS SAFETY HANDBOOKS

The Handbook and Wisconsin Commercial Driver's Manual Vol. 1 & 2 are an integral part of the District's Transportation Handbook. Drivers must sign a form indicating receipt of these handbooks and manuals. It is the driver's responsibility to read, understand and follow the contents of these handbooks and manuals.

CHANGES IN THIS HANDBOOK

The plans, policies and procedures described in this handbook are to be considered as conditions of employment but the language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guaranty of continued employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice.

DISCIPLINARY ACTION

Failure on the part of those persons employed by the district to faithfully perform the services, for which they are hired, including compliance with the Transportation Handbook, shall constitute due and sufficient cause for discipline up to and including termination of their employment with the district and forfeiture of all unearned salary, at the discretion of the School Board. The Transportation Supervisor is to document all verbal reprimands by writing a letter to the employee, summarizing the reprimand.

NONDISCRIMINATION STATEMENT

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

EQUAL OPPORTUNITY EMPLOYMENT

The North Crawford School District is an equal opportunity employer. Personnel hiring and administration in the district are to be conducted so as not to discriminate against applicant or employee on the basis of age, race, sex or sexual orientation, disability, citizenship, marital status, national origin, handicap, creed, color, political affiliation (teachers), ancestry, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non working hours, or any other reason prohibited by state or federal law.

SENIORITY

A seniority system is used for route assignments. Each driver, in order of seniority, will choose an am/pm route and, if they desire, one of the extra routes (noon or athletic). If, after all the drivers have had their turn at selecting routes, there are any extra routes that haven't been taken, the transportation supervisor has the right to assign the route to a driver.

The selection process will take place prior to the start of school after the routes have been established by the Transportation Supervisor and shall be in effect for that year (unless some unforeseen condition or a resignation of a driver forces a change.) A list showing the drivers and their selection will be available at the office of the Transportation Supervisor.

HIRING PRACTICES

A team of drivers may be chosen to participate in the interview process for hiring new drivers for the district. This team and the Transportation Supervisor will recommend a candidate to the board of education for final selection. All candidates for driving must submit to DOT testing.

EXTRA-CURRICULAR TRIPS

Extra-curricular trips are offered to regular drivers first on a rotation basis. A trip list will be made up at least a week in advance for those trips that are known. When extra-curricular trips come up on a shorter notice than this, the Transportation Supervisor will fill the position as soon as possible using the same system. When a trip cannot be filled with a regular driver, a substitute will be called. If an extra-curricular trip is five hours or longer in length, a regular driver may choose to take an extra-curricular trip in lieu of his regular assignment.

If the extra-curricular trip cannot be filled using this process, a driver will be assigned by the transportation supervisor.

If a driver has agreed to do an extra-curricular trip but then is unable to fulfill that commitment, the Transportation Supervisor is to be notified at least 24 hours prior to the trip and will make the reassignment. Individual drivers are not to "trade" assignments or make other arrangements. Individual advisors or coach's requests for specific drivers will not be honored.

Pay for extra-curricular trips is by the hour and will start 15 minutes before departure time from the bus barn for pre-trip inspection and will end upon completion of the post-trip inspection (not to exceed 15 minutes). It is the driver's responsibility to properly complete all time sheets, reflecting these pre and post trip inspections.

On overnight trips, out of the district, drivers are paid for actual hours worked, meal allowance of \$5.00 per meal, and lodging expenses.

SUBSTITUTE DRIVERS

If a driver of the noon and/or athletic routes is unable to drive that route, a regular driver will be offered the position before it is offered to a substitute. If a regular driver cannot take the extra route then the substitute driver will be given the assignment.

PAID AND UNPAID LEAVE

A driver may take an unpaid leave for personal reasons only if a substitute driver is available to take the route. The unpaid leave is subject to approval by the transportation director. See Employee Handbook for additional details.

The School Board may require a physician's certificate as a basis of pay for any absence for personal illness.

An absence from work for illness or other leave will be deducted according to the time involved whether or not a substitute is hired.

No deduction of salary shall be made for absences for accidents occurring in line of duty not to exceed ten days in any one school year. Such amount shall not be deducted from the ten-day personal illness allowance from which all other absences are deducted in computing accumulations.

Every employee of the District is covered under the Wisconsin Worker's Compensation Act. Generally, under the act a person is entitled to compensation where he is an employee of the School District and at the time of the injury is performing services growing out of and incidental to his employment. All injuries are to be reported to the District Office immediately.

The Board will not grant leave with pay in addition to legal weekly compensation payments in accident compensation cases approved by the Department of Workforce Development.

An employee serving Jury Duty will be paid the difference between their regular salary and jury duty payment. See the employee handbook for further details.

In-service Compensation – Pay will be at the extra-curricular rate.

BUS DRIVER REQUIREMENTS

1. Good driving record.
2. Pass a DOT physical.
3. Pass a drug test and background check.
4. Have a CDL with class B and S&P endorsement.
5. I-9 employee eligibility verification.
6. Pass knowledge, road and sign, vision and skills test.

PHYSICAL REQUIREMENTS RELATED TO PRE/POST TRIP BUS INSPECTION:

1. Ability to open hood of bus with a handle or grip height of 60 to 65 inches. Requiring the ability to lift approximately 30 lbs. (6 reps).
2. Under chassis inspection. Requiring the ability to kneel or squat or bend forward (6 reps in 60 seconds).

3. Ability to maneuver steps. Requiring the ability to step up a minimum height of 15 inches (2 reps each foot).

PHYSICAL REQUIREMENTS RELATED TO EMERGENCY RESPONSE OR MANAGEMENT:

1. Ability to both exit and enter the bus using the emergency rear door exit (height of 40 inches).
2. Ability to push/pull a weight of 60 lbs. a distance of 40 feet.
3. Ability to walk a distance of 300 feet in 1 minute and 30 seconds.
4. Ability to grip/maintain grip strength of 50 lbs. minimum.

GENERAL INFORMATION

1. District drivers are expected to keep accurate records concerning fuel consumption. These records are to be turned in to the Bus Garage Office promptly at the end of each month.
2. When the need arises to have a bus sent to a garage for repair, notify the supervisor immediately.
3. Careful records should be maintained on mileage for extra trips as well as routine bus routes.
4. All bus drivers are expected to assist the transportation supervisor in keeping an up-to-date bus rider roster.
5. Safety is a prime consideration in busing students. It is better to be late than to never arrive.
6. District drivers are expected to wear their seat belts properly at all times while driving a district vehicle. A shoulder harness is worn across the shoulder and chest with minimal, if any slack. The shoulder harness should not be worn under the arm or behind the back. Wearing the harness the wrong way could cause serious internal injuries in a crash. The lap belt should be adjusted so that it is snug and lies low across your hips after fastening.
6. All drivers should carry their emergency cards in plain sight.
7. Speed limits - 55 miles per hour or the designated speed limits.
8. Please notify the office if you should have to use a different bus route for any period of time.
9. In case of emergency evacuation from school, please report immediately to school with your bus. Be sure to let us know where you are on days when the weather forecast is bad.
10. Please help us avoid criticism in the following areas:
 - a) differences in discipline between high school and elementary students;
 - b) inconsistency in treatment of riders;
 - c) bus cleanliness;
 - d) flashing lights on too late or not at all;
 - e) driving too fast;
 - f) students crossing too close to the buses - be sure to tell them to walk at least 10 feet away after you signal it safe.
11. The North Crawford School District has set guidelines for the bus drivers to limit or stop idling practices when possible. Below lists the anti-idling plan obtained from Kevin Burke, North Crawford Transportation Director:
 - a) During winter weather conditions, drivers are allowed to idle buses long enough to clear windows to operate safely, and cycle the heaters, but static idling is discouraged.

- b) When weather conditions allow, bus drivers are refrained from static idling while waiting for the students to get on the bus at the end of the day.
 - c) Buses are allowed to idle long enough to build air pressure for the air brakes to function properly, but are discouraged from idling any longer than necessary.
 - d) During pre and post trip inspections, drivers are to do all essential checks, when possible, without idling the buses.
 - e) All other non-essential idling is strongly discouraged by the District.
12. The school bus shall not be used for personal use.
 13. All accidents or damage to property should be reported immediately to the Transportation Director. A written report should be completed upon return to the garage.

DEPARTMENT OF TRANSPORTATION REGULATIONS

Wisconsin Statute 121.53 (6)

This section of the statutes reads as follows: "Within 10 days after its occurrence, every accident involving a motor vehicle while providing transportation under this sub-chapter shall be reported to the appropriate school board and promptly by the school board to the state superintendent on forms provided by the state superintendent."

BUS ROUTES AND STOPS

1. Drivers shall not deviate from the usual bus routes or from the usual stops unless in their good judgment there is a sufficient reason for making a departure from general regulation. (Permanent changes will be cleared with the Transportation Director)
2. Drivers shall pull to the right of the roadway to load and unload students. Remain stopped until all students are seated or unloaded and completely away from the bus.
3. In the Village of Gays Mills use red lights at all stops.
4. Seating Assignments - A bus driver may assign a seating order to pupils.

ARRIVAL/DEPARTURE TIMES

1. Morning Arrival Time - all regular buses are to arrive at school no sooner than 7:50 a.m.
2. Afternoon Arrival Time - all buses are to be lined up in order ten minutes prior to dismissal, which is 3:25 p.m. on normal days, and announced time in the case of an early dismissal.
3. Elementary children will be dismissed at 3:30 p.m. Junior-senior high students will be dismissed at 3:35 p.m. Buses should begin departing no later than 3:45 p.m., except in the case of an early dismissal.
4. Buses are to be parked in their designated area with the boarding door open before students begin leaving the school.
5. Park buses in bus loading zone. INSIST that your students wait on the sidewalk until your bus comes to a complete stop and your door has been opened.
6. When at school, discharge your students between the sidewalks leading to the school from the front of the bus using the alternate seat method.

SAFETY RULES FOR DRIVERS

1. The strobe light on the bus shall be used at all times in the State of Wisconsin. When driving on out-of-state trips, check with Supervisor for strobe light regulations for that state.
2. Use of cell phones while driving is prohibited. Cell phone use for personal purposes during the bus route is prohibited.

BUS DISCIPLINE

Administrative Responsibility

1. The district administrator/transportation supervisor will hold meetings with the bus drivers to insure a safe, effective, and comfortable transportation system prevails in the school district.
2. The administrators will discuss with the drivers all district bus ridership policies, rules, regulations, and procedures that relate to bus behavior and bus discipline.
3. The administrators will advise all students, parents, and teachers of all district practices, policies, and procedures related to the school bus transportation system.
4. The administrators will develop and execute a plan aimed at supervising the bus loading and unloading areas.
5. The administrators will assist drivers when help is sought with the processing of referrals.
6. The administrators will intervene according to the procedures of the bus discipline plan when referrals are formally submitted by the bus drivers.
7. The administrators will assist bus drivers as requested during the driver's attempt to cause desirable behavior changes to occur, prior to the administrator's formal intervention.

Teacher Responsibility

1. When students report bus problems to you, pass the information on to the principal so that s/he can notify the Supervisor of the situation.
2. Read and discuss the bus rules, consequences, and procedures during the first week of school. Stress bus safety.
3. Ensure the students leave the building to board the buses in an orderly, quiet manner.

Student Bus Rules

Safe transportation of school students is a joint responsibility. Bus drivers, school authorities, parents, and students must all cooperate in order to assure safe, comfortable transportation. These regulations are to be used as a guide in determining proper operation and behavior on the school buses.

1. Students who ride to school on the bus must ride home on the bus unless permission is given by the parents in writing or by a personal phone call to the building offices. A student who rides to any school sponsored activity must ride home on the bus unless written permission is given to the coach, advisor, or chaperone by the parents to do otherwise.
2. Upon entering the school bus, students will immediately find a seat and sit down. They will remain in their seats. No one will be standing while the bus is moving.
3. Two students in a seat must make room for a third student when necessary.
4. The last row of seats shall be used only when necessary according to capacity.

5. No snow or water shall be intentionally brought onto the bus.
6. Every student will get on and off at the bus stop assigned unless he/she has a statement from the principal to do otherwise.
7. No student shall open the emergency door without being directed to do so by the driver except in an emergency in which the driver is unable to do so.
8. Students will be held responsible for any damages which they may do to any school bus.
9. The use or possession of alcohol, tobacco, or other illegal substances on school buses is prohibited. Any students suspected of being under the influence or in possession of alcohol, drugs, or tobacco, or any illegal substance will be reported by the bus driver to the principal.
10. Refusal to obey these listed rules or any order given by the bus driver shall be sufficient cause for disciplinary measures to be taken.

EMERGENCIES

All drivers must maintain a current CPR card and a current first aid card.

TORNADO EMERGENCY WHILE ON ROUTE

If caught in the path of a tornado, stop the bus and take the children to the nearest ditch or ravine and have them lie flat on the ground. If no depression is available, have the children lie down on the ground on the side of the bus nearest the approaching tornado.

Bus riders should be instructed to leave the bus as rapidly and as orderly as possible using both the emergency door and the service door. Under no conditions should they attempt to pick up their personal belongings. The only thing to take with you upon leaving the bus will be the first aid kit.

In cities of built up areas, seek shelter in a strongly reinforced building or against the inside wall of the lower floor of the office building. Stay away from windows!! Avoid areas with large roofs such as gyms and auditoriums.

Under no condition should the driver attempt to keep the pupils on the bus if in the path of a tornado. The bus may be picked up off the ground, dropped, and thus be crushed by the force of the tornado.

CELL PHONE USE POLICY

Use of cellular devices in school vehicles and school buses, while on duty, is prohibited unless the vehicle is in park. This includes making or receiving calls, accessing the internet and sending or reading messages.

Exceptions include wireless hand free or blue tooth devices. These devices must be approved, in advance, by the transportation supervisor.

DRIVER'S PRE-ROUTE AND TRIP CHECK OF SCHOOL BUS

The school bus driver is required by law, TRANS 300.16 (1) to make a daily check of their bus to determine whether or not the vehicle is in safe operating condition and properly cleaned and serviced. This detailed check list has been developed for use in training the driver to perform the daily check.

The driver who knows what is included in the daily check and who has received sufficient practice in bus inspections should be able to make a thorough check of a bus without using a checklist as detailed as this one. If a daily checklist is not used, it may be desirable to use a detailed list on occasion for review purposes. Failing to inspect a bus is a violation of Trans 300, Section 341.04, paragraph 3, and is subject to a fine of \$114.00 to \$175.00.

BEFORE ENTERING BUS

- Look under the bus for fluid leaks
- Check engine for loose wires, hose connections and belts
- Check oil level

- Check washer level
- Check radiator coolant level
- Check battery

ENTER BUS

- Start Engine. Be sure transmission is in neutral and parking brake is set. Allow engine to warm up during the remainder of check.
- Check for unusual engine noises
- Check all gauges and warning lights; oil pressure, ammeter, temperature, fuel, vacuum, and air pressure
- Check switches

- Check horn, fans, and defrosters
- Check wipers and washers
- Check vents and first aid kit
- Check stop arm control

- Check inside and outside mirrors
- Check brake pedal and warning light
- Check operation of service door
- Check emergency equipment

PROBLEMS WHICH CANNOT BE CORRECTED IMMEDIATELY SHOULD BE REPORTED IN WRITING TO THE SUPERVISOR. DO NOT OPERATE THE BUS IF ANY DEFECT IS NOTED WHICH CAN AFFECT SAFETY!!

- Interior of the bus is clean
- Windshield and rear windows are clean
- All lights are clean
- Fuel tank is full

INSPECTION OF BUS INTERIOR

- Check entrance steps
 - Check cleanliness of interior
 - Check floor and seats
 - Check operation of emergency door and buzzer
- Activate headlights, 4-way flashers and red flashers. Leave activated for exterior inspection.

INSPECTION OF BUS EXTERIOR

- Check right front tire and wheel
 - Check front of bus: body, windshield, lights, and mirrors
 - Check left front tire and wheel
 - Check stop arm
 - Check left side of body: body windows and lights.
 - Check left rear tires and wheels
 - Check rear of bus: body, windows, and lights
 - Check tail pipes
 - Check right rear tires and wheels
 - Check right side of body: body, windows, and lights
 - Check crossing gate
- RE-ENTER BUS**
- Adjust driver's seat and belt
 - Check brake and directional lights with the help of observer
 - Check holding power of parking brakes
 - Check service brake by moving bus and applying brake
 - Check clutch performance during shifting
 - Check steering as bus is moving

EVERYTHING CHECKS OUT??? THEN YOU ARE READY TO GO!!!! PLEASE DRIVE SAFELY!!!!!

INSPECTION TIPS

TIRES AND WHEELS

Tires should be inflated properly. Check inside duals by striking with a heavy object. Wheel nuts must be properly tightened. Replace cracked or damaged wheels.

EXHAUST SYSTEM

Look for sagging exhaust pipes, tail pipes, and mufflers. Look for visible leaks in exhaust system while motor is running. Emergency door must close and seal properly to avoid carbon monoxide fumes.

OIL PRESSURE GAUGE OR WARNING LIGHT

If oil pressure is not adequate immediately after engine starts, turn off the engine and report the problem to the Transportation Supervisor.

ALTERNATOR OR WARNING LIGHT

Stop engine if warning light stays on or ammeter shows continuous discharge.

TEMPERATURE GAUGE OR LIGHT

Stop engine if gauge shows hot or warning light stays on.

ROAD TESTING BRAKES

Parking brake -- try moving bus with parking brakes on; if bus moves easily, repairs are needed. Foot brakes -- test at low speeds. Bus should stop in a straight line. Brakes should not grab, lock, or make excessive noise. There should be an adequate amount of "pedal".

ENGINES

Be alert to unusual noises. Never race an engine to warm it up!!

STEERING

Check the steering system. Does there appear to be too much "play" or "jerking"? Does it steer easily and straight? Report anything unusual to the Transportation Supervisor.

CLUTCH

The clutch should engage easily without jerking, slipping, or chattering. There should be some free play when the pedal is released. Remove foot from clutch as soon as shift is made.

TRANSMISSION

The bus should respond smoothly to acceleration and there should be no unusual metallic noises. Do not exceed the manufacturer's recommended road speed for each gear range.

POST TRIP INSPECTION

A. SECURING YOUR BUS AFTER THE ROUTE/TRIP

AT THE COMPLETION OF A ROUTE OR TRIP, ALWAYS DO THE FOLLOWING:

1. Make sure Parking Brake is activated and bus in neutral.
2. Leave the tank at least one-half full of fuel.
3. Turn off all fans, radios, cameras, and other equipment.
4. Turn off ignition and remove the keys.
5. Clean windshield if needed.

B. POST-TRIP INSPECTION

1. WALK THE BUS—Walk to the back of the bus to check for sleeping children. Check carefully under and on all seats. There is NO excuse for leaving children on a bus. It is YOUR responsibility to see that no child is left behind. Failing to check your bus can result in your termination.
2. Check for damage inside the bus.
3. Check the inside of the bus for left articles and store them until they can be returned.
4. Sweep the floor and steps of the bus.
5. Check the seats, windows, and interior walls for damage and report and clean as necessary.
6. Secure the emergency door and windows.
7. Walk around the exterior of the bus noting any changes in the bus, and checking lights.
8. Check for any leaks
9. Bleed air out of each air tank valve for 3 seconds.

C. Post Trip and Post Run Segment Checks

REPORT ANY MECHANICAL PROBLEMS IMMEDIATELY.

BUS DRIVERS

Qualifications:

1. Maintain a bus driver's license as required by state law.
2. Safe Driving Records
3. Good Personal References

Reports to: Transportation Supervisor and/or District Administrator

Job Responsibilities

Bus drivers shall:

1. Comply with all duties and responsibilities outlined in the individual contracts between the bus driver and the school district and all directives provided by the transportation supervisor, building principals and district administrator.
2. Always provide for the safety and health of students on the school bus. At no time should the bus driver attempt to travel on roads that are blocked by snow or other conditions that would be hazardous to the safe transportation of his/her riders.
3. Be responsible for the payment of any citation for violation of motor vehicle laws and regulations, except when such violation is the responsibility of the school district.
4. Follow a strict time schedule, but never sacrifice safety to maintain the schedule. A driver should wait two minutes for students who are occasionally late. If a student is habitually late, a driver shall give two personal warnings to the rider, and/or parents, that he/she will not wait thereafter. Notify the transportation supervisor or building principal.
5. Set an example by dignified personal behavior and cleanliness, and maintain the respect and obedience due bus drivers from all students. Good grooming and proper dress may aid bus drivers in gaining respect of riders.
6. Observe and follow highway signs and instructions.
7. Pick up and discharge students only at designated bus stops or loading zones.
8. Maintain order among the children at all times when they are being transported to and from school.
 - a. Report situations which are unable to be resolved to the principal.
 - b. Stop the bus when attempting to discipline the children.
 - c. Never put a child off the bus to walk home.
 - d. Never strike a child.
 - e. Never use profane or indecent language within the hearing of children, and tolerate none from the students.
 - f. Be patient, kind and firm.
 - g. Use discretion as to the necessity of assigning seats to students.
9. Remain with the bus until all students have been discharged.
10. Never exceed the maximum legal ¹⁹⁹ speed limit.

11. Comply with all instructions regarding school bus routes, schedule loading and unloading, and promptly file all reports required.
12. Report promptly, in writing, all necessary bus repairs to the transportation supervisor.
13. Explain the use of the emergency door to riders.
14. Conduct emergency bus unloading drills as frequently as necessary to insure proper exiting from bus in case of an emergency.
15. Not pass buses in loading zone. Drivers should never depart until the designated time from the loading zone.
16. Never leave students alone on the bus. If help is needed, two or three older children should be sent for help.
17. Not leave the bus with motor running.
18. Not back up on school grounds or in loading zone.
19. Not fill the fuel tank while children are on the bus.
20. Not allow anyone except students and those authorized to ride on the school bus.

Terms of Contract

36- week contract with remuneration based on a per-trip basis except for pre-kindergarten and extra-curricular trips that are based on an hourly rate.

Other:

The district pays for the driver physicals and drug testing associated with licensure for the bus driver position.

SUBSTANCE ABUSE POLICY

See Board Policy 4170-Substance Abuse.

DRUG AND ALCOHOL USE BY EMPLOYEES

See Board Policy 4162-Controlled substance and alcohol policy for employees that transport students.

DRUG AND ALCOHOL USE BY TRANSPORTATION EMPLOYEES

See Board Policy 4162-Controlled substance and alcohol policy for employees that transport students.

COMMUNICATION WITH THE MEDIA DURING A CRISIS

An important goal during a crisis is to keep the public informed while trying to maintain the privacy of students and assure as little interruption of the educational process as possible.

The spokesperson for the district is the District Administrator or his designee.

Make no statements to the media. Refer media to Law Enforcement investigating the accident or the district administrator or his designee.

As soon as possible, prepare the basic facts and in clear and concise manner notify the district administrator in person or by phone. Taking two or three minutes to write down the facts can be valuable. **Tell the administrator:**

- What has happened
- Who was involved and if injuries occurred
- What action has been taken
- When it occurred
- Where it occurred
- If possible tell why and/or how it occurred.

These facts must be used in dealing with the media, parents and the board of education. The story must be truthful and consistent. An official written statement shall be prepared.

Divert phone calls of concern and questions to appropriate staff.

Records should be kept on file for five (5) years for future reference.

SPECIFIC SITUATIONS:

1. ACCIDENTS (AUTOMOBILE) TO AND FROM SCHOOL/WORK

In the event of an accident involving an employee or student who is on the way to or from school, these are actions to consider:

Phone for emergency 911 help if needed and has not been done already.

If possible, confirm the identity of the individual(s).

Notify the district office.

The district office will notify:

- Parents, spouse, or individual on enrollment / emergency card,
- Principals, Guidance Counselor and Nurse

A district representative will be sent to the scene to assist and/or observe the situation.

2. ACCIDENT (BUS) WITH SERIOUS INJURIES AND/OR FATALITIES

Immediate Actions

Radio / Phone for emergency 911 help.

Driver (and chaperon, if present) is to remain calm.

If necessary, move the children and others to a safe location.
Administer First Aid.

Other Actions

Radio / Phone district office / Transportation Supervisor / Other Buses.

The party notified above will:

Coordinate other buses to provide back-up transportation.

Notify the district administrator, principals and counselors.

Notify parents.

Make no statements to the media. Refer media to Law Enforcement investigating the accident or the district administrator or his designee.

Precautionary Measures

Keep emergency phone numbers in the bus at all times.

3. ACCIDENTS (BUS / AUTO) ON TRIPS AWAY FROM THE DISTRICT

Precautionary Measures Before Leaving District

Ensure that the First Aid Kit is in place and fully stocked. (Personal automobiles used to transport students are required to have a First Aid Kit (provided by the district) in the vehicle. Drivers should contact the Transportation Director for these materials.

Leave a list of attendees being transported with the school secretary.

Take along a list of students being transported. Include for each a home phone number, names of parent(s) work telephone number, home address and indications of health or medical problems (Confidential Health List).

Take along a list of chaperons and teachers who are in attendance on the trip, their home addresses and phone numbers, name and work telephone of spouse or nearest relative and medical/health information of each.

Be aware of and follow district policy and administrative regulations regarding field trips.

In the Event of an Accident

If necessary, move the children and others to a safe location.

Call / Radio for emergency 911 help.

Administer first aid.

Radio / Phone the district office / Transportation Supervisor / Other Buses.

The party notified above will:

Coordinate other buses to provide back-up transportation.

Notify the district administrator, principals and counselors.

Notify parents.

Make no statements to the media. Refer media to Law Enforcement investigating the accident or the district administrator or his designee.

APPENDIX A

BUS DRIVER WAGES/BENEFITS

202

2020-21

REGULAR ROUTE	YEARS OF EXPERIENCE	Hourly Rate
	0 (First Year)	\$17.59
	1 to 4	\$17.72
	5 to 9	\$17.81
	10 to 14	\$17.90
	15 to 19	\$17.99
	20 to 24	\$18.07
	25 & up	\$18.16

**drivers will be paid a minimum of 2 hrs. per route

**hourly rate will be paid by the quarter hour

HOURLY PAY	
Substitute Pay First Year	\$17.27
Extra/Special Route	\$17.27
Bus Help/Meeting/Extra Curricular/Field Trip	\$14.60

BUS DRIVER BONUS PROGRAM	
HOURS DRIVEN	BONUS
900+ Hours	\$1,000
700-899 Hours	\$800
500-699 Hours	\$600
300-499 Hours	\$400
100-299 Hours	\$200

**bonus will be paid out annually based on hours driven from July 1 - June 30

**must be properly licensed bus driver

NEW DRIVER SIGN ON BONUS
New Bus Drivers to the District will qualify to receive a \$1,000 signing bonus
*paid out at \$500 annually over 2 years
*must drive minimum of 60 hours during year to qualify
*must be properly licensed bus driver

**year is determined by date of hire

PAID LICENSE, FEES, TRAINING
The North Crawford School District offers a paid bus driver training program.
Additionally, the district will reimburse new drivers for the cost of all licensing and fees associated with attaining a bus license.

**must drive a minimum of 20 hours to qualify for the reimbursement

**permit, road test, physical/drug test

MEAL REIMBURSEMENT
Meals during athletic events/field trips will be reimbursed by the district at the following rates
\$8 breakfast
\$10 lunch
\$15 dinner

**allowance given if other meal options are not available

**reimbursement form and all receipts need to be submitted by driver

NEW DRIVER REFERRAL BONUS

Any North Crawford Staff Member who refers a new bus driver to the district will receive a one-time \$250 bonus at the completion of that driver's first year of driving.

APPENDIX B

Please fill out all Bus Log Sheets similar to this one.

NORTH CRAWFORD SCHOOLS BUS LOG

DRIVER: S. Powell MONTH: Sept. 20 17 YEAR: 17
 BUS No.: 2 MAKE: Thomas

WELCOME TO
 Campbell's One Stop
 130 Sunbeam Blvd.
 Soldiers Grove WI
 54855

DATE: 08.05.15 07:03
 MAKE: 9041987
 SERVICE: SELF
 PROPOS: REGULAR
 PAYMENTS: 18.685
 FUEL: \$ 2,379
 FEE: \$ 48.19
 CREDIT: \$48.19

655000011 F
 XXXXXXXXXXXXX0130
 Auth #: 515120
 Resp Code: 55000
 Start: 016759000
 Invoice #: 41570
 Shift #: 1

Store #: 0000000000998
 2507
 SITE ID: FE531055360
 01

Bus 2
167271
 THANK YOU
 COME BACK SOON
 608-624-2701
TRIP 187
MPG 8.7

DAY	DATE	Bus Mileage Report			Fuel Report			Comments	
		Start	End	Total Miles	Gals	Mileage	MPG		Cost
M	1	165658	165727	79	50	165727	8.1	129.90	
T	2	77	813	76					
W	3	813	843	30					
T	4	843	967	74					
F	5	NO SCHOOL							HIT DEER AM
M	8	165967	166047	80					
T	9	047	188	81	46.4	166127	8.5	120.51	NO FRONT DOM
W	10	188	224	41					
T	11	224	311	87					
F	12	311	434	123					
M	15	166734	166510	76					TRIP 4 1/2 Miles
T	16	510	575	65	44.6	166510	8.5	116.00	
W	17	575	650	75					
T	18	650	712	63					
F	19	712	774	62					
M	22	166774	166821	77					
T	23	861	932	72	41.6	166821	8.4	103.50	
W	24	932	167023	89					
T	25	023	101	73					
F	26	101	183	82					
M	29	NO SCHOOL							
T	30	167123	167271	89	18.6	167271	8.2	57.19	
W	31	271	362	89					
T	1	362	405	43					
F	2	405	485	80	45.7	167485	8.7	92.01	
Extra Curricular Trips									
	12	166351	166396	45					
Totals For Month				45					

MILEAGE LAST FUEL	167271	165331
Next Service Due	166000	
Ending Mileage	167485	
Starting Mileage	165638	
Total Mileage	1796	

Seclusion and Restraint Report 2019-2020
North Crawford School District
08/17/2020
Cara E. Wood, Director of Student Services

Seclusion:

Number of incidents of seclusion: 0

Restraint:

Number of incidents of restraint: 3

Number of students involved: 2

Students with disabilities involved: 2

Seclusion and Restraint Report 2018-2019
North Crawford School District
08/21/2019
Cara E. Wood, Director of Student Services

Seclusion:

Number of incidents of seclusion: 3

Restraint:

Number of incidents of restraint: 5

Number of students involved: 4

Students with disabilities involved: 3

Return to Play

North Crawford's Plan to Return to Athletics
and Co-Curricular Activities

Academics vs. Co-Curriculars

- Compulsory as opposed to optional
- Athletics are held outdoors or generally in larger spaces
- Shorter periods of time - 1.5-2 hrs. generally
- All mitigation efforts can be applied to co-curriculars
- If we do an effective job limiting exposure during the school day, it will inherently make after school activities safer
- If we have a positive case on an athletic team, we feel confident it can be contained to the team due to mitigation efforts during the day

General Guidelines

- All participants must sign a waiver releasing district from liability
- All day school protocols will extend to after school activities (face coverings, physical distancing, hand washing, sanitizing, etc.)
- Coaches/Advisors, team personnel, and participants will perform temperature checks before each practice, event, meeting, etc.
- Coaches/Advisors must keep detailed daily records on sheet provided by Activities Director
- Face coverings must be worn at all times while in the building(s). Face coverings may be removed if outdoors and 6 ft of physical distancing is maintained. Face coverings may also be removed during intense physical conditioning, as recommended by the CDC. Exemptions to face coverings will fall under the guidance of the CDC.
- Physical distancing should be encouraged and attempted when possible.

General Guidelines

- Practices should be split up when feasible (Freshman, JV, Varsity, etc.)
- During practice, individual and small group drills are encouraged. Full team time should be limited to only necessary times (game preparation, etc.)
- Full contact drills should be eliminated during practice to the extent possible
- Locker Rooms - schedule participants to dress by grade level; players should dress as quickly as possible and leave the locker room to allow for next group to use the locker room; face coverings need to be worn at all times while in the locker room
- Locker Rooms will not be used when traveling to away events; players should dress at school prior to departing

General Guidelines

- Participants should provide their own water bottles; water bottles can be refilled at bottle filling stations, under the direct supervision of a coach; all bottle filling stations should be disinfected daily and sanitized regularly
- All equipment should be sanitized frequently during practices/events; when possible, participants should use their own equipment
- Participants will be required to wash/sanitize hands regularly before, during, and after practices/events
- All district transportation protocols extend to after school events
- Suspected COVID symptoms will be handled as they are during the school day
- The district will work with County Health to perform contact tracing in the event of a positive COVID case

Cross Country

- Projected Start Date - Monday, August 17th
- Practice cohorts, small groups, individual workouts, etc.
- Limit full team activities to the extent possible
- Stagger start/finish lines during contests
- Run multiple races (timed heats) during contests
- Limit contests to local/conference only
- Face coverings worn at all times before and after races; start race with face covering on; remove after first 100 meters

Projected 2020 Cross Country Schedule

- 9/25 @ Kickapoo
- 9/29 @ North Crawford
- 10/3 @ Wauzeka-Steuben
- 10/6 @ Kickapoo
- 10/10 @ Riverdale
- 10/13 @ River Ridge
- 10/17 @ North Crawford
- 10/20 @ Riverdale
- 10/27 @ River Ridge
- 10/31 @ Conference Championship (NC or W-S)

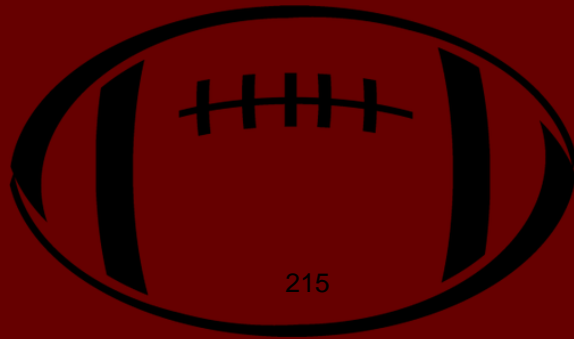


Football

- Projected Start Date - Monday, September 7th
- Promote individual/small group drills during practices
- Limit full team activities to only necessary times (game prep, etc.)
- Eliminate full contact drills during practices to the extent possible
- Clear face shields will be worn on all football helmets
- Players should keep helmets on at all times; when helmets are removed, physical distancing should be observed
- All equipment should be sanitized regularly during practices/events
- Games will only be played against “local” teams to discourage travel out of the area

Projected 2020 Football Schedule

- 9/25 vs. Belmont
- 10/2 @ Wonewoc-Weston
- 10/9 @ Wisconsin Heights
- 10/16 vs. Williams Bay
- 10/23 @ Kickapoo-La Farge
- 10/30 TBD



Volleyball

- Projected Start Date - Monday, September 7th
- Promote individual/small group drills during practices
- Freshmen/JV, and Varsity teams will practice separately
- Limit full team activities to only necessary times (game prep, etc.)
- All equipment should be sanitized regularly during practices/events
- Face coverings will be worn at all times during practices/matches
- Teams will not switch sides of court between games
- No invitationals or non-conference games will be played
- Games will only be played against conference teams to discourage travel out of the area

Projected 2020 Volleyball Schedule

- 9/17 vs. Ithaca
- 9/24 @ Seneca
- 9/28 JV Quadrangular @ NC
- 10/1 vs. Kickapoo
- 10/8 @ De Soto
- 10/13 @ Wauzeka-Steuben
- 10/15 @ La Farge



Academic Co-Curriculars

- Will be determined on a case-by-case basis
- Advisors will meet with administration to develop guidelines and protocols to safely participate in that co-curricular activity
- Certain activities carry a higher risk than others, thus will be subject to greater scrutiny when considering the feasibility of holding the activity

Spectators at Events

- Follow Crawford County Guidelines? 100 at indoor events; 250 at outdoor events
- Allotted number of tickets for both home and visiting teams?
- No spectators? Players and Team Personnel only
- Home spectators only? Following County guidelines
- If spectators are present, expectation will be physical distancing, face coverings, etc.
- Installation of Live Streaming option for those not in attendance (Hudl, Eye in the Sky)

WIAA Alternate Schedules

FALL ATHLETICS		
Football	September 7 - Nov. 16*	March 8 - May 3*
Volleyball	September 7 - Nov. 2*	February 22 - April 12*
Cross Country	August 17 - Oct 26*	March 15 - May 3*
WINTER ATHLETICS		
Boys' Basketball	November 23 - March 1*	
Girls' Basketball	November 16 - Feb. 22*	
Wrestling	November 23 - Feb. 15*	
SPRING ATHLETICS		
Baseball	April 19 - June 28*	
Softball	April 19 - June 28*	
Track and Field	April 19 - June 28*	

Notes on Alternative Schedule

- Districts must notify WIAA of Regular Fall or Alternative Schedule by September 1.
- Conflicts of Alternative Fall athletics and Spring athletics (Football-Baseball; Football-T&F; XC-BB, SB, T&F)
- Availability of teams and games if choose Alternative Schedule
- Teams can switch after 9/1 and up to 50% of season completed; football - total of 7 games

Collective Responsibility

- All coaches/advisors, team personnel, and participants have a collective responsibility to support, enforce, and follow district guidelines and protocols. Failure to do so may impact the initiation or continuation of the activity. Coaches/Advisors who are observed regularly disregarding district protocols may be removed from their coaching/advisor role, or have their program shut down immediately.

**NORTH CRAWFORD SCHOOL DISTRICT
REGULAR BOARD MEETING
July 20, 2020**

Upon obtaining verification that the meeting had been properly noticed Board President Mary Kuhn called the meeting to order at 7:06 p.m. Board members present included Jim Dworschack, Tanya Forkash, Ed Heisz, Mary Kuhn, Judy Powell, and Jill Stefonek. Absent: Terry O'Donnell.

Joining the meeting was Superintendent Brandon Munson, MS/HS Principal Tripalin, Elementary Principal Killeen, and Director of Student Services Cara Wood.

Old Business

None.

New Business

A motion was made by Forkash, seconded by Heisz, to approve John Powell as the 2020-21 School Nurse. Motion carried.

The approval of 2020-21 2nd Grade Teacher was postponed. No action was taken.

A motion was made by Forkash, seconded by Powell, to approve the transfer of Shelly Biggin to 4th Grade. Motion carried.

A motion was made by Heisz, seconded by Forkash, to postpone discussion of 2020-21 Athletic Seasons until beginning of August. Motion carried.

A motion was made by Stefonek, seconded by Powell, to postpone the discussion of Full- Time Virtual Program until August meeting. Motion carried.

A motion was made by Forkash, seconded by Heisz, to approve the modifications to the 2020-21 School Calendar as presented. Motion carried.

A motion was made by Forkash, seconded by Heisz, to approve the continuation of the meeting past 10 pm. Motion carried.

A motion was made by Forkash, seconded by Heisz, to postpone the final decision of the reopening plan until the meeting on Wednesday, 7/22/20 at 7pm. Motion carried.

Next Meeting Date

The Special Board meeting is scheduled for Wednesday, July 22nd, 2020.

Adjourn the Meeting

There being no further business to come before the board, a motion was made by Heisz, seconded by Powell, to adjourn the meeting at 11:07 p.m. Motion carried.

Respectfully submitted,

**NORTH CRAWFORD SCHOOL DISTRICT
SPECIAL BOARD MEETING
July 22, 2020**

Upon obtaining verification that the meeting had been properly noticed Board President Mary Kuhn called the meeting to order at 6:45 p.m. Board members present included Jim Dworschack, Tanya Forkash, Ed Heisz, Mary Kuhn, Terry O'Donnell, Judy Powell, and Jill Stefonek. Absent: None. Also present was Superintendent Brandon Munson.

A motion was made by Stefonek, seconded by Forkash to go into Executive Closed Session under Sec. 19.85(1)(c) Wis. Stats., concerning employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of consideration of staff retirement and new staff recommendation. Motion carried.

A motion was made by Heisz, seconded by O'Donnell, to reconvene to open session. Motion carried.

A motion was made by Stefonek, seconded by Forkash, to approve the retirement of Sue Presser. Motion carried.

A motion was made by Heisz, seconded by Powell, to postpone the new staff recommendations until August meeting. Motion carried.

Joining the meeting was MS/HS Principal Tripalin, Elementary Principal Killeen, Administrative Assistant Redman, Director of Student Services Wood, staff and community members and the local press.

District Showcase

None

Public Input

None.

Administration Reports

Elementary Principal Killeen had no report this month.

Middle School/High School Principal Tripalin shared that graduates can have six family members attend the graduation ceremony being held August 1st, with a rain date of August 2nd.

Director of Student Services Wood had no report this month.

Superintendent Munson provided an update on COVID financing and the expected cost increases to the District.

Old Business

None.

New Business

A motion was made by O'Donnell, seconded by Stefonek, to approve the 2020-21 Propane Fuel Contract as presented. Motion carried.

A motion was made by Heisz, seconded by Powell, to approve the Middle School Football, Middle School Volleyball, High School Football, High School Volleyball, Cross Country, and Cheerleading positions as presented. Motion carried.

A motion was made by O'Donnell, seconded by Forkash, to approve freezing the 2020-21 District Fees as well as waiving field trip fee this year. Motion carried.

A motion was made by Stefonek, seconded by Powell, to keep the 2020-21 Food Service prices the same as last year. Motion carried.

A motion was made by Powell, seconded by O'Donnell, to approve the 2020-21 District property insurance rates as presented. Motion carried.

A motion was made by Heisz, seconded by Dworschack, to approve the security system software with Access Security as presented. Motion carried.

A motion was made by Powell, seconded by Forkash, to approve the 2020-21 District service contracts as presented. Motion carried.

A motion was made by Dworschack, seconded by Powell, to approve the scheduling of the Annual Meeting/Budget Hearing on Monday October 19th, 2020 at 6 pm. Motion carried.

A discussion was held to continue to hold regular monthly Board meetings on the 3rd Wednesday of each month at 7 pm. No action taken.

A motion was made by Powell, seconded by O'Donnell, to designate public depositories as follows: Peoples State Bank, Royal Bank, and Local Government Investment Pool. Motion carried.

A motion was made by Stefonek, seconded by Powell, to implement the 2020-21 as presented with the exception that face coverings will be worn by students, staff, and visitors while in the building whenever possible. Motion carried.

Minutes

The minutes of the June 17, 2020 Regular Board Meeting were approved as presented.

Treasurer's Report and Voucher's Payable Listing

The Treasurer's Report and vouchers were approved as presented without objection.

Communication/Correspondent's Report

None.

Next Meeting Date

The August Regular Board meeting is scheduled for Monday, August 17th, 2020.

Adjourn the Meeting

There being no further business to come before the Board, a motion was made by O'Donnell, seconded by Heisz, to adjourn the meeting at 9:40 p.m. Motion carried.

Respectfully submitted,

Judy Powell, Clerk

CHECK INVOICE				
VENDOR	DATE	DESCRIPTION	AMOUNT	TOTAL
Access Security	07/29/2020	Access Security Control	13,697.79	13,697.79
		System		
AkitaBox, Inc.	08/11/2020	Annual Renewal	1,250.00	1,250.00
Alliant Energy/Wp&l	07/29/2020	Electric	58.42	58.42
Apex Learning	08/11/2020	Unlimited Enrollment & PD	4,044.00	4,044.00
		Training		
BMO Harris Bank N.a.	07/20/2020	Credit- WASBO	-524.75	
BMO Harris Bank N.a.	07/20/2020	Copier Service	74.15	
BMO Harris Bank N.a.	07/20/2020	Pest Control	65.25	
BMO Harris Bank N.a.	07/20/2020	Credit- Conference	-139.00	
BMO Harris Bank N.a.	07/20/2020	Gas	60.02	
BMO Harris Bank N.a.	07/20/2020	Postage	246.99	
BMO Harris Bank N.a.	07/20/2020	Telephone	1,223.84	
BMO Harris Bank N.a.	07/20/2020	PBIS Budget	394.55	
BMO Harris Bank N.a.	07/20/2020	AG Supplies	23.61	
BMO Harris Bank N.a.	07/20/2020	Carl Perkins	254.50	
BMO Harris Bank N.a.	07/20/2020	Supplies	38.42	
BMO Harris Bank N.a.	07/20/2020	Office/Graduation Supplies	204.03	
BMO Harris Bank N.a.	07/20/2020	Supplies	38.42	
BMO Harris Bank N.a.	07/20/2020	Maintenance Supplies	1,779.75	
BMO Harris Bank N.a.	07/20/2020	Transportation Supplies	170.57	
BMO Harris Bank N.a.	07/20/2020	Library Books	33.91	
BMO Harris Bank N.a.	07/20/2020	Newspaper	1.00	
BMO Harris Bank N.a.	07/20/2020	Killeen- TV/Cable	396.86	
BMO Harris Bank N.a.	07/20/2020	Programmed Computer Software	212.94	
BMO Harris Bank N.a.	07/20/2020	Workers' Comp	2,377.41	
BMO Harris Bank N.a.	07/20/2020	WASDA Membership Fees	1,575.00	
BMO Harris Bank N.a.	07/20/2020	WSBA Membership Fees	199.00	
BMO Harris Bank N.a.	07/20/2020	Elementary Supplies	1,782.57	
BMO Harris Bank N.a.	07/20/2020	P-Card Reimbursement	316.27	
BMO Harris Bank N.a.	07/20/2020	Summer Kitchen Supplies	8.10	10,813.41
Century Link	08/11/2020	Phone	24.07	24.07
Cesa #6	08/11/2020	SEEDS	1,559.80	1,559.80
Common Remitter Ing	07/15/2020	Payroll accrual	100.00	
Common Remitter Ing	07/15/2020	Payroll accrual	1,124.01	
Common Remitter Ing	07/15/2020	Payroll accrual	1,235.00	
Common Remitter Ing	07/15/2020	Payroll accrual	100.00	
Common Remitter Ing	07/15/2020	Payroll accrual	1,124.01	
Common Remitter Ing	07/15/2020	Payroll accrual	1,235.00	
Common Remitter Ing	07/15/2020	Payroll accrual	100.00	5,018.02
Common Remitter Ing	07/03/2020	Payroll accrual	125.00	125.00
Culligan Water Condi	08/11/2020	Water & Supplies	21.00	21.00
Exxon Mobil	07/29/2020	Gas for Vans	120.56	120.56
Gordon Food Service	08/11/2020	Summer, Breakfast & Lunch	14,432.73	14,432.73
		Food & Supplies		
Integrated Systems C	08/11/2020	Skyward Hosting Services Sept 2020	113.00	113.00
Kansas City Life	07/29/2020	Payroll accrual	75.59	
Kansas City Life	07/29/2020	Payroll accrual	341.74	
Kansas City Life	07/29/2020	Payroll accrual	10.08	
Kansas City Life	07/29/2020	Payroll accrual	37.51	
Kansas City Life	07/29/2020	Payroll accrual	68.67	
Kansas City Life	07/29/2020	Payroll accrual	75.59	
Kansas City Life	07/29/2020	Payroll accrual	341.74	
Kansas City Life	07/29/2020	Payroll accrual	10.08	
Kansas City Life	07/29/2020	Payroll accrual	416.80	1,377.80

<u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Kapinus, Bill	07/29/2020	Cucumbers for Summer Food Program	85.00	85.00
Madison Gas & Electr	08/11/2020	Gas	244.26	244.26
Mccormick Electric	08/11/2020	Install Chiller Pump Drive	608.81	608.81
Midwest Sealcoat	08/11/2020	Resurface Student & Maintenance Parking Lot	10,615.00	10,615.00
Minnesota Mutual Lif	08/11/2020	Payroll accrual	146.05	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	21.87	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	19.54	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	4.27	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	28.67	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	20.89	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	146.05	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	21.87	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	48.21	
Minnesota Mutual Lif	08/11/2020	Payroll accrual	247.63	705.05
Morris Newspaper Cor	07/29/2020	Nurse Ad & Meeting Agenda	264.95	264.95
Nature's Way Portabl	08/11/2020	Rental	110.00	110.00
Neola, Inc	08/11/2020	Annual Maintenance Fee	650.00	650.00
New Horizons Supply	08/11/2020	Diesel Fuel for Maintenance Tractor	100.39	100.39
North Crawford Denta	07/20/2020	Payroll accrual	1,793.44	1,793.44
North Crawford Denta	07/20/2020	Payroll accrual	620.84	620.84
North Crawford Denta	08/05/2020	Payroll accrual	1,793.44	1,793.44
North Crawford Denta	08/05/2020	Payroll accrual	620.84	620.84
North Crawford Tax A	07/20/2020	Payroll accrual	5,572.43	
North Crawford Tax A	07/20/2020	Payroll accrual	1,303.24	
North Crawford Tax A	07/20/2020	Payroll accrual	6,553.68	
North Crawford Tax A	07/20/2020	Payroll accrual	175.00	
North Crawford Tax A	07/20/2020	Payroll accrual	50.00	
North Crawford Tax A	07/20/2020	Payroll accrual	4,265.78	
North Crawford Tax A	07/20/2020	Payroll accrual	5,572.43	
North Crawford Tax A	07/20/2020	Payroll accrual	1,303.24	24,795.80
North Crawford Tax A	07/20/2020	Payroll accrual	2,657.45	
North Crawford Tax A	07/20/2020	Payroll accrual	621.49	
North Crawford Tax A	07/20/2020	Payroll accrual	3,153.44	
North Crawford Tax A	07/20/2020	Payroll accrual	180.00	
North Crawford Tax A	07/20/2020	Payroll accrual	20.00	
North Crawford Tax A	07/20/2020	Payroll accrual	1,898.42	
North Crawford Tax A	07/20/2020	Payroll accrual	2,657.45	
North Crawford Tax A	07/20/2020	Payroll accrual	621.49	11,809.74
North Crawford Tax A	08/05/2020	Payroll accrual	5,565.20	
North Crawford Tax A	08/05/2020	Payroll accrual	1,301.55	
North Crawford Tax A	08/05/2020	Payroll accrual	6,543.80	
North Crawford Tax A	08/05/2020	Payroll accrual	175.00	
North Crawford Tax A	08/05/2020	Payroll accrual	50.00	
North Crawford Tax A	08/05/2020	Payroll accrual	4,258.22	
North Crawford Tax A	08/05/2020	Payroll accrual	5,565.20	
North Crawford Tax A	08/05/2020	Payroll accrual	1,301.55	24,760.52
North Crawford Tax A	08/05/2020	Payroll accrual	2,928.14	
North Crawford Tax A	08/05/2020	Payroll accrual	684.84	
North Crawford Tax A	08/05/2020	Payroll accrual	3,078.61	
North Crawford Tax A	08/05/2020	Payroll accrual	200.00	
North Crawford Tax A	08/05/2020	Payroll accrual	20.00	
North Crawford Tax A	08/05/2020	Payroll accrual	2,008.10	
North Crawford Tax A	08/05/2020	Payroll accrual	2,928.14	

CHECK		INVOICE		
VENDOR	DATE	DESCRIPTION	AMOUNT	TOTAL
North Crawford Tax A	08/05/2020	Payroll accrual	684.84	12,532.67
Prairie Farms Dairy	07/29/2020	Summer Food Program Milk	582.24	582.24
Prairie Farms Dairy	08/11/2020	Summer Food Program Milk	1,002.06	1,002.06
Premier Cooperative	07/29/2020	Bus Fuel Prepay	10,484.74	10,484.74
Quartz Health Insura	07/29/2020	Payroll accrual	2,835.27	
Quartz Health Insura	07/29/2020	Payroll accrual	16,067.20	
Quartz Health Insura	07/29/2020	Payroll accrual	423.27	
Quartz Health Insura	07/29/2020	Payroll accrual	2,398.63	
Quartz Health Insura	07/29/2020	Payroll accrual	112.73	
Quartz Health Insura	07/29/2020	Payroll accrual	3,645.11	
Quartz Health Insura	07/29/2020	Payroll accrual	2,835.27	
Quartz Health Insura	07/29/2020	Payroll accrual	16,067.20	
Quartz Health Insura	07/29/2020	Payroll accrual	536.00	
Quartz Health Insura	07/29/2020	Payroll accrual	29,158.12	74,078.80
Scenic Rivers Cooper	08/11/2020	Electric	8,396.28	8,396.28
Schomburg Refrigerat	08/11/2020	Kitchen Yearly Preventative Maintenance	2,315.00	2,315.00
SHI International Co	07/29/2020	Chromebook Licenses-REAP GRANT	1,750.00	1,750.00
St Josephs Health Se	08/11/2020	Physical Therapy Services	814.00	814.00
TASB, Inc.	08/11/2020	BoardBook Subscription	2,250.00	2,250.00
Tasc	07/29/2020	Corbra Administration Fee	55.76	55.76
The Insurance Center	07/29/2020	Cyber Liability Policy Renewal	1,380.20	1,380.20
Town & Country Sanit	08/11/2020	Garbage Service	471.00	471.00
US Cellular	08/11/2020	Hot Spots	20.85	20.85
Verizon	08/11/2020	Telephone	347.58	347.58
Vernon Memorial Heal	08/11/2020	Occupational Therapy	492.97	492.97
Village Of Soldiers	08/11/2020	Water & Sewer-Bus Garage	89.89	89.89
Winona Heating & Ven	07/29/2020	2020-21 Maintenance Contract	9,410.00	9,410.00
Wis. Assoc. Of Schoo	07/29/2020	Updated Wisconsin School Laws Subscription	135.00	135.00
Wisconsin Retirement	07/20/2020	Payroll accrual	2,651.02	
Wisconsin Retirement	07/20/2020	Payroll accrual	7,824.25	
Wisconsin Retirement	07/20/2020	Payroll accrual	2,651.02	
Wisconsin Retirement	07/20/2020	Payroll accrual	7,824.25	
Wisconsin Retirement	07/20/2020	Payroll accrual	3,776.69	
Wisconsin Retirement	07/20/2020	Payroll accrual	7,505.30	
Wisconsin Retirement	07/20/2020	Payroll accrual	3,776.69	
Wisconsin Retirement	07/20/2020	Payroll accrual	7,505.30	43,514.52
Wisconsin School Bus	07/29/2020	Face Masks	10.00	10.00
Wright Specialty Ins	08/11/2020	Business Insurance	6,876.20	6,876.20
Totals for checks			309,243.44	

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	General Fund	172,998.96	0.00	84,405.06	257,404.02
27	Flow Thru Fund-Idea/pre-K	27,563.85	0.00	2,866.77	30,430.62
50	Food Service Fund	2,977.95	0.00	18,425.13	21,403.08
80	Community Service Fund	5.72	0.00	0.00	5.72
***	Fund Summary Totals ***	203,546.48	0.00	105,696.96	309,243.44

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

NORTH CRAWFORD SCHOOL DISTRICT
TREASURER'S REPORT
as of 08/14/2020

CASH RECEIPTS		
DESCRIPTION	DATE	AMOUNT
Lawrence University- Library Acquisition	7/28/2020	500
NHS Account- P-Card Reimb	7/28/2020	237.22
FoodBuy- Food Rebate	7/28/2020	110.11
Damaged Check-Unknown Income	7/28/2020	41.99
07-29-20 LGIP Transfer	7/29/2020	200,000.00
RevTrak	7/31/2020	-29.95
TOTAL CASH RECEIPTS		\$200,859.37
BALANCE AT LAST MEETING		\$547,836.21
TOTAL AVAILABLE RECEIPTS		\$748,695.58

DISBURSEMENTS	
Description	Amount
Net Payroll 07/20/20 & 08/05/20	\$193,459.86
Vouchers Paid Since Last Board Meeting	\$309,243.44
TOTAL DISBURSEMENTS	\$502,703.30

BALANCE	\$245,992.28
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