

SCHOOL DISTRICT OF CLEAR LAKE

BOARD POLICIES

Revised: Updated: April 22, 2013

SCHOOL DISTRICT OF CLEAR LAKE
BOARD POLICIES
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SERIES 100: BOARD OF EDUCATION

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NUMBER OF SCHOOL BOARD MEMBERS
AND TERM LENGTH

The School District of Clear Lake Board of Education shall consist of five members.

Members shall be elected to terms of three years in length.

ELECTION OF SCHOOL BOARD MEMBERS

The Clear Lake School Board shall be elected at the spring election.

School Board members shall be electors of the School District of Clear Lake and shall be elected by a plurality vote of the electors of the School District.

The regular terms of School Board members shall be three years.

School Board members elected for regular or unexpired terms shall take office, provided they have taken and filed the official oath, on the 4th Monday in April.

Legal Ref: Section 120.60 Wisconsin Statutes

Approved:

BOARD OFFICERS

The officers of the Clear Lake Board of Education shall be President, Vice-President, Clerk, and Treasurer.

PRESIDENT

The President shall defend on behalf of the School District all actions brought against the School District.

The President shall prosecute, when authorized by an Annual Meeting or the School Board, actions brought by the School District.

The President shall prosecute and action for the recovery of any forfeiture incurred under chapters 115 to 121 in which the School Board is interested.

The President shall act as Chairperson of the School Board Meetings and see that minutes of the meetings are properly recorded and approved.

The President shall have the right, as other members of the Board, to offer resolutions, to discuss questions, and to vote thereon.

The President shall perform any other duties assigned by the Board.

VICE-PRESIDENT

The Vice-President shall assume the duties of the President of the Board when the President is unavailable.

The Vice-President shall perform any other duties assigned by the Board.

TREASURER

The Treasurer shall apply for, receive and sue for all money appropriated to or collected for the School District and disburse the same in accordance with state law 66.0607. Disbursements from the School District treasury shall be made by the School District treasurer upon written order of the School District clerk after proper vouchers have been filed with the School District Clerk.

The Treasurer shall enter in the Treasurer's account books all money received and disbursed by the treasurer, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.

The Treasurer shall present to the Annual Meeting a written statement of all money received and disbursed by the Treasurer during the preceding year.

The Treasurer shall immediately, upon receipt, deposit funds of the School District in the name of the School District in a public depository designed by the School Board under state law.

The Treasurer shall withdraw funds of the School District deposited in savings or time deposits by written transfer order in accordance with state law. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the School District in the same or another authorized public depository.

The Treasurer shall perform any other duties assigned by the Board.

CLERK

The School District Clerk shall report the name and address of each officer of the School District, within ten days after the election or appointment of the officer, to the Clerk and Treasurer of each municipality having territory within the School District.

The Clerk shall record or have recorded the proceedings of Annual and special Meetings.

The clerk shall enter or have entered in the record book provided by the School District the minutes of its meetings, orders, resolutions, and other proceedings.

The Clerk shall enter or have entered in the record book copies of all the School District Reports to the Municipal Clerks and the certificate of the proceedings of a meeting returned by a temporary School District Clerk.

The Clerk shall draw or have drawn orders on the School District Treasurer as directed by an Annual Meeting or Special Meeting or the School Board and record all orders drawn on the School District Treasurer.

The Clerk shall furnish or have furnished each teacher with a copy of the contract between the teacher and the School Board.

The Clerk shall annually on or before November 6, deliver or have delivered to the Clerk of each municipality having territory within the School District a certified statement showing the proportion of the amount of taxes voted and not before reported and that proportion of the amount of tax to be collected in such year, if any, for the annual payment of any loan to be assessed on that part of the School District territory lying within the municipality.

The Clerk shall perform any other duties outlined by state law or assigned by the Board.

Legal Ref: Sections 120.05, 120.15, 120.16, and 120.17 Wisconsin Statutes

Approved:

LEGAL COUNSEL

The firm of Weld, Riley, Prens & Ricci, S.C. will be retained on an hourly basis as counsel for the Clear Lake Board of Education.

The District Administrator may contract for legal services with permission of a majority of the Board of Education.

Legal Ref: Sections 120.10(14), 120.13(9m), and 120.15(2) Wisconsin Statutes

Approved:

REGULAR SCHOOL BOARD MEETINGS

The School District of Clear Lake Board of Education shall meet on the second and fourth Monday of each month to consider items of business and policies of the School District.

The date of the regular meeting can be changed if agreed upon by the majority of the Board and if proper notification is given.

All meetings shall be held in the School District Board of Education room in Clear Lake High School, unless otherwise voted on by the Board.

Public notice of regular Board of Education meetings shall be given in accordance with state law and established procedures.

Legal Ref: Sections 19.84, 120.11 Wisconsin Statutes

Approved:

SPECIAL SCHOOL BOARD MEETINGS

Special Meetings of the School District of Clear Lake Board of Education may be called by written request of any Board Member. Every member of the Board shall receive written notice of the Special Meeting 48 hours prior to the Special Meeting or at least 24 hours if it is not reasonably possible to get such notice to each member within 48 hours. The notice of the Special Meeting shall state the purpose for which the meeting is called. Notice of meetings shall be mailed to such place as designated by the Board Members, may be delivered personally, or may be left at their usual place of abode. However, 48 hours notice may be waived if all members are present when it is desired a Special meeting be called.

Public notice of Special Board Meetings shall be given in accordance with state law and established procedures.

Legal Ref: Sections 19.84 and 120.11(11) Wisconsin Statutes

Approved:

BOARD MEETING – CLOSED SESSION

The Clear Lake Board of Education, upon a motion duly made and carried, may convene in closed session under one or more of the exemptions provided in the Wisconsin State Statutes. The motion shall be carried by the majority in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions by which such closed session is claimed to be authorized. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.

Legal Ref: Sections 19.84, 19.85 Wisconsin Statutes

Approved:

PARLIMENTARY PROCEDURE

The School District of Clear Lake Board of Education shall conduct all of its meetings in accordance with Robert's Rules of Order, except as otherwise provided by Board Policy or state law.

“The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, to adjourn, or to take a recess.”

Approved:

QUORUM

Three members of the Clear Lake Board of Education shall constitute a quorum for the transaction of all business.

Legal Ref:

Approved:

SERIES 200: ADMINISTRATION

251 Administrative Organization

253.2 Review of Administrative Decisions

ADMINISTRATIVE ORGANIZATION

General Operations:

1. Responsibility shall flow simply and clearly from students through teachers, Principals, and Superintendent to the Board of Education.
2. Staff members will be informed as to their functions and immediate supervisor.
3. Whenever possible, each member of the staff shall be responsible to a single immediate supervisor.

Line of Responsibility:

Staff members shall be made aware of the chain of command and shall be expected to work through the chain of command. All employees shall have the right to appeal any decision made by a supervisor to the Superintendent and through the NUE Master Agreement or Support Staff Handbook procedures to the School Board.

Cross Ref: NUE Agreement
Support Staff Handbook

Approved:

REVIEW OF ADMINISTRATIVE DECISIONS

In the event that situations should arise within the schools where the Board has provided no guides for administrative action, The Superintendent shall have the power to act, but the decisions made shall be subject to review by action of the Board. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Approved:

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PATRIOTIC OBSERVANCES

It is the philosophy of the Board of Education that patriotic observances of our country shall be a part of the instructional program.

In accordance with state law, each school shall display the flag of the United States in each classroom and from a flagstaff on each school ground during the school hours of each school day.

In addition, the Gaylord Nelson Elementary Center and the Clear Lake Junior-Senior High School shall offer the pledge of allegiance on each school day each week. No student shall be compelled, against his/her objections or those of his/her parents or guardian, to recite the pledge.

Flag Display and Pledge of Allegiance at Board Meetings

It is the policy of the Board of Education that the flag of the United States of America shall be on display in the board Room for each regular meeting of the Board of Education.

The board meetings shall begin with the Board President leading the pledge to the flag. No one shall be compelled, against his/her objections, to recite the pledge.

Legal Ref: Section 118.06(2) Wisconsin State Statutes

Approved:

STUDENT SURVEYS

The Board respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey contains one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent;
- or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building Principal shall notify parents of the specific or approximate dates during the school year when such survey activities may be scheduled involving their children. Parents/guardians shall be given the opportunity to request that their child not participate in a survey containing the above information. If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building Principal or his/her designee. Survey inspection requests should be made prior to the date in which the survey is scheduled to be administered to students. The Principal or designee shall respond to such requests without delay.

This policy should be published annually in student and staff handbooks, which are distributed to students, parent/guardians and employees of the District.

Legal Reference: Protection of Pupil Rights Amendment (PPRA)
Elementary and Secondary Act of 2001 (No child Left Behind Act)

Approved: June

ELL Program Exit and Reclassification Policy

Students classified as English language learners (ELL) will no longer be considered limited-English proficient¹ when they have the language skills necessary to compete with mainstream English speakers in age and grade appropriate settings in all areas of language development without the use of adapted or modified English materials.

These ELL students will:

1. Understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
2. Read and comprehend English as evidenced by successful classroom performance and average district score on standardized achievement tests;
3. Write English as evidenced by successful classroom performance and average district scores on standardized achievement tests; and
4. Meet or exceed district guidelines in their academic subjects.

In general, when the student scores a Level 6.0 composite score on the *ACCESS for ELLs*[®] the student is exited from the English language proficiency (ELP) program.

Clear Lake School District will consider reclassification of an ELL student as fully English proficient by applying the following criteria and evidence:

1. The student is in the fourth grade *at a minimum*.
2. The student has attained an English language proficiency (ELP) Level 5*.
3. Two or more additional pieces of evidence of English language proficiency (ELP) must be evaluated and kept on file in the district.
4. Parents and teachers agree that the student has reached full English proficiency.

Parents *must be* a part of the exit decision; other pertinent team members *may* include the bilingual and/or ESL teacher, the classroom teacher(s), and other relevant staff.

¹For descriptions of Wisconsin's five levels of limited-English proficiency and two levels of full English proficiency, see: www.dpi.wi.gov/ell/pdf/elp-levels.pdf

5. ELL students will re-enter into the ELP program if evidence indicates that reclassification was premature.

Approved: February 13, 2012

Elementary and Secondary Education Act – Accountability Policy

As required by the *ESEA-No Child Left Behind Act of 2002* (PL 107-110), the Clear Lake School District has taken measures to ensure that the results from the academic assessments required under section 1111(b)(3) will be provided to teachers, principals, other professional staff members, paraprofessionals, researchers, representatives of community groups and non-profit organizations, and parents as soon as possible after the test is taken in an understandable format and, to the extent practical, provided in a language that the parents can understand.

The previously mentioned participants will be given multiple opportunities to be involved in the review of the student achievement results and other outcome indicators and the evaluation of the effectiveness of the programs and services funded with ESEA aid.

It is thus the stated policy of this district to ensure that student achievement results and other outcome indicators and the evaluation of the effectiveness of the programs and services of ESEA are communicated through various vehicles at multiple times throughout the school year. Sharing results and gathering input from multiple parties will occur through the following opportunities:

- A. Annual District Report Card
- B. Title I Annual Review Meeting held each spring
- C. Parent-Teacher Conferences
- D. Regular School Board Meetings
- E. Annual ESEA Program Plan Review
- F. Annual Data Analysis
- G. Access to the WI Department of Public Instruction website – WINNS Site
- H. Mailing of Individual Student Test Results
- I. District-wide Newsletter
- J. District Website

Documentation verifying compliance with this policy will be updated annually and will be available for the Wisconsin Department of Public Instruction or auditors review upon request.

Approved: February 13, 2012

ELL Parent Policy

The following is a policy written by Clear Lake School District to ensure that parents of English Language Learners being served by district programs will have an opportunity to participate in the design and implementation of the program.

Parents shall be notified in writing, no later than 30 days after school begins each fall, of the following:

1. Reasons for identifying the student for the English-language learner (ELL) program;
2. The student's level of English proficiency and how it was assessed, and the student's general academic proficiency;
3. The instructional methods used in the program in which the student is, or will be, enrolled, and the methods of instruction used in other programs, if available;
4. How the program will meet the student's educational strengths and needs;
5. How the program will specifically help the student learn English and meet academic standards for promotion and graduation;
6. The exit requirements for the program, the rate of transition from the program into non-ELL classrooms, and expected high school graduation rate for students in the program if it covers secondary school students; and
7. For disabled students, how the program will meet the objectives of the student's individualized education program.

Parents have the right to accept or reject their child's placement in a specific program or method of instruction. The parent may remove the child from the specified program upon request.

For those families that enroll during the school year, notification will take place within a 2 week time frame.

Parents will be notified in writing, within 30 days, if the program fails to meet the State goals set for ELL programs.

All notices will be presented in an understandable and uniform format in the language of the parents, to the extent practicable.

Approved: February 13, 2012

GRADING SYSTEMS

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

Each building principal shall develop a specific grading system and publish the grading system in the Student Handbooks.

The School District of Clear Lake shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Section 118.13 Wisconsin State Statutes, PI 9.03(1) of the Wisconsin Administrative Code

Cross Ref: Student Handbooks, Student Discrimination Complaint Procedures

Approved: October 8, 2001

ADVANCED PLACEMENT COURSE GRADING POLICY

Grade Weighting Criteria

All grades earned in an Advanced Placement courses shall be credited with one additional grade point when determining grade point average for class rank. For example, a “B” grade earned in an advanced placement course would be weighted with 4.00 grade points, a “C+” would be weighted with 3.33 grade points, a “B-“ would be weighted with 3.67 grade points, and an “A” would be weighted with 5.00 grade points.

The Grade Weighting System is not meant to imply that any course is more valuable than another, only that some courses are more demanding academically and require great amounts of outside study time. It is meant to encourage students to take more challenging courses by modifying the possible negative impact of carrying a heavy academic load.

Withdrawal Timelines

A student enrolled in an Advanced Placement course shall be allowed to drop out of the course within the first four weeks of the class without incurring any penalty.

Approved: October 13, 2003

FOURTH AND EIGHTH GRADE PROMOTION POLICY

The School District of Clear Lake considers four major components in determining whether or not a fourth or eighth grade student will be promoted to fifth or ninth grade. Components include successful completion of the Gaylord Nelson Educational Center academic grade requirements, Wisconsin Knowledge and Concepts Exam (WKCE) criteria, academic performance criteria, and other academic criteria.

1. Beginning September 1, 2002, in order to be promoted from fourth or eighth grade to fifth or ninth grade, a student must successfully complete the Gaylord Nelson Educational Center or Clear Lake Junior High School academic grade requirements including those required in BP 345.5.
2. In addition to successful completion of the academic grade requirements, a student must pass or score in the top 75% of the scores in 4 out of the five subject areas on the WKCE. Specific test dates are to be determined annually by the Department of Public Instruction.
3. If a student successfully meets the academic grade requirements but does not pass the WKCE or is excused or excluded from taking the WKCE, the student may be promoted by having passed 75% of his/her academic classes over the last two years or has maintained a 2.0 GPA overall for the last two years.
4. If a student successfully meets the academic grade requirements, but does not pass the WKCE and does not meet the academic performance requirements outlined in Number 3 above, the student and his/her parent or guardian may petition the faculty committee to approve the student's promotion to the next grade level. The petition must include the reasons why the student and/or parent or guardian believes the student should be promoted. The petition should include specific examples illustrating the student's potential for success at the next level. These examples may include work experiences, volunteerism or community service, projects completed in classes in the non-core areas, participation in summer school or after school study opportunities, etc. A committee chaired by the building Principal and composed of at least three certified teachers familiar with the student's work will review the petition and determine whether or not the student will be promoted to the next grade level.

If the committee determines the student should not be promoted to 5th or 9th grade based on student achievement data and a review of materials presented with the petition and if the student and/or parent or guardian believes proper

policies and procedures have not been followed, the student and/or parent or guardian may appeal to the District Administrator and Board of Education to determine if proper policies and procedures have been followed.

Exceptional Educational Needs (EEN) students and Limited English Proficient (LEP) students as defined by state and federal laws, may be exempt from certain portions of the WKCE. In these cases, the school will use alternate assessments identified in the student's Individual Educational Plan (IEP for EEN students) or the state's alternate assessments for LEP students to determine whether or not these individual students have shown proficiency in meeting the state standards.

Legal Ref: Sections 118.33 (6), 118.30 (1m)(a)(am), 118.30(2)(b)

Approved: October 8, 2001

REPEAT FOR FAILURES

It is the position of the Board of Education that promotion without qualification in the Junior High (7th and 8th grade) is educationally unsound and compromises student motivation to succeed. Therefore, if a student in the Junior High fails any of the following disciplines, he/she must make up this deficiency by attending and successfully completing a summer session.

English
Mathematics
Physical Education
Science
Social Studies

Approved: October 8, 2001

HIGH SCHOOL GRADUATION POLICY

A District diploma signifies successful completion of all state and Board of Education requirements. A District diploma represents a minimum standard of achievement and is used as a symbol of graduation. The high school building principal shall be responsible for determining student eligibility for graduation.

- I. In order to receive a diploma from Clear Lake High School, the following requirements must be met:
 1. The student has earned the required academic credits of study.
 2. The student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the pupil has been enrolled in an alternative education program, as defined in statute 115.28 (7) (e) 1.
 3. The student has attended high school or an accepted alternative program for a minimum of 8 full semesters and has attended high school in the District for a minimum of one quarter immediately preceding graduation.

Students may earn a Clear Lake High School diploma through the following means:

A. Regular Diploma

1. To earn a regular diploma from Clear Lake High School, a student must successfully complete a minimum of 26 credits of study which must include 4 credits of Language Arts, 2 credits of Science, 3 credits of Social Science, 2 credits of Math, 1.5 credits of Physical Education, .5 credit of Health, .5 credit Planning and Decision Making, and 12.5 credits of elective credits.

B. Basic Skills Diploma

1. To earn a Basic Skills Diploma from Clear Lake High School, a student must successfully complete a minimum of 15 credits of study which must include 4 credits of Language Arts, 2 credits of Science, 3 credits of Social Science, 2 credits of Math, 1.5 credits of Physical Education, .5 credit of Health, .5 credit of Planning and

Decision Making, .5 credit of Personal Finance, .5 Credit of Employability Skills, and .5 credit of elective credits.

2. To earn a Basic Skills Diploma from Clear Lake High School, a student must be enrolled in the District's alternative education program for a minimum of one semester immediately preceding graduation. Enrollment in the alternative education program is contingent upon the student meeting the program guidelines as established in the Clear Lake High School Student/Parent Handbook and Alternative Education Handbook.
 3. Students who meet all requirements for the Basic Skills Diploma shall be considered graduates of Clear Lake High School. The diploma they receive shall be designated and labeled a "Basic Skills Diploma." These students shall have the opportunity to participate in the graduation ceremony, provided they meet the participation requirements outlined below in this policy.
- II. In order to participate in the Graduation Ceremony, students must
1. Earn all required credits of study.
 2. Turn in all school-owned materials, clean out lockers, and fully pay all school fines or fees.
 3. Serve any assigned disciplinary consequences.
 4. Meet the school attendance policy.
 5. Attend and successfully participate in the graduation rehearsal.
 6. Wear approved caps and gowns in the ceremony.

Legal Ref: Section 118.33 Wisconsin Statutes
PI 18.05 Wisconsin Administrative Code

Approved: June 28, 2010

DIPLOMAS FOR VETERANS

In order to recognize former students of the School District of Clear Lake who left High School before completion of the usual High School graduation requirements to serve in the armed forces of our country during a war period, the Board will consider awarding a diploma to such veterans under this policy.

A person may be awarded a diploma under this policy even though he/she has not satisfied the diploma or graduation requirements under other District policies and notwithstanding the graduation requirements of WSS 118.33(1). Further, a person may be awarded a diploma under this policy even if the person has already received a High School equivalency diploma after serving on active duty in the armed forces, if the person meets the other requirements of this policy.

In order to be considered for receipt of a diploma under this policy, a person must satisfy the following criteria:

1. The person must be at least 65 years old;
2. The person must have attended High School in the School District of Clear Lake;
3. The person must have left High School before receiving a High School diploma to join the U.S. armed forces during a war period (including, among others listed in WSS 45.35(5)(e), World War II, the Korean Conflict, Vietnam War and the Persian Gulf War); and
4. The person must have served on active duty under honorable conditions in the U.S. armed forces or in forces incorporated as part of the U.S. armed forces.

A person requesting a diploma under this policy shall submit information to be used to determine whether he/she meets the above criteria. Such person also may, and is encouraged to, submit any other information relating to the person's academic performance and community service in the District or elsewhere that may aid the Board in considering the person's request.

The District Administrator shall determine whether a person requesting a diploma under this policy has satisfied the criteria outlined above and may adopt procedures needed to make that determination. The Board will consider a request for a diploma under this policy from any person who has been determined by the District Administrator to have satisfied the criteria. The Board may also review any information submitted by the person and any other information relating to the person in deciding whether to grant a diploma under this policy.

Approved: October 8, 2001

FOREIGN EXCHANGE STUDENT GRADUATION
PARTICIPATION

A Foreign Exchange student who achieved senior status shall be allowed to participate in all aspects of the Graduation exercises. Senior status shall be defined as having attained the age of at least seventeen (17) by September 1 of the school year in which the graduation exercises are to occur. In lieu of a diploma, students will be presented with a Certificate of Attendance.

All costs associated with graduation such as caps, gowns, and announcements shall be the responsibility of the student and/or the host family.

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

The “Academic Excellence Higher Education Scholarship” will be awarded to the top senior at Clear Lake High School. The scholarship is awarded to a senior who by February 15 of each year have for seven semesters earned the highest grade point average, calculated to three decimal places, in all subjects taken for credit.

Students must be enrolled full time at the high school for five consecutive semesters (all of their sophomore year and through the first semester of their senior year). To attain senior standing a student must be in at least his/her fourth year of high school.

In the event of a tie, a representative committee of high school faculty members shall select the scholarship designee and certify, in descending rank order, those remaining seniors with the same grade point average as alternate designees. This committee shall be appointed by the high school principal and shall include the principal, high school guidance counselor, and a representative of the english, mathematics, science, social studies, fine arts, vocational education, and foreign language departments.

The following criteria will be used in rank order.

1. 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.
2. If the highest ACT composite scores are the same then the students with the highest score the first time the exam was taken will be used.
3. The higher rank based on the total grade points.
4. Evaluating high school honors or advanced courses taken by candidates.
5. Candidate involvement in curricular and extracurricular student leadership activities.

LEGAL REF: Section 39.41 Wisconsin Statutes
 PI 33 Wisconsin Administrative Code

TESTING PROGRAMS

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

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

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

Children with disabilities and limited English proficient (LEP) students shall participate in the District's standardized testing programs in accordance with state law and established procedures.

The School District of Clear Lake shall not discriminate in the methods, practices and materials used for testing and evaluating students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

This policy does not prohibit the use of special testing materials or techniques to meet the individual needs of students.

Legal Ref: Sections 118.13, 118.30, 120.12(2), 121.02(1)®(s) Wisconsin Statutes
PI 8.01(2)®(s), 9.03(1) of the Wisconsin Administrative Code

Approved:

STUDENT RECORDS

1. **General** - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

2. **Content** - Student records include all records relating to individual students regardless of format other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.

Progress Records - maintained by the school include a statement of courses taken by the student, the student's grades, the student's extracurricular activities, the student's attendance record, and immunization records.

Behavioral Records - maintained by the school include all student records other than progress records such as standardized achievement tests, psychological tests, physical health records, other than immunization records, teacher evaluations other than grades, and statements relating to individual student behavior including law enforcement records and court records.

3. **Confidentiality** - All student records are confidential, with the following exceptions:

a. A pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown, and provided with a copy of the pupil's progress records.

b. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the pupil's progress records and the pupil's behavioral records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records.

c. The judge of any court of this state or of the United States shall, upon request, be provided by the Board Clerk or designee with a copy of all progress records of a pupil who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent/guardian or adult student of the order in advance of compliance therewith, except as otherwise provided by law.

d. Pupil records may be made available to persons employed in the district which the pupil attends who are required by the Department of Public Instruction under WSS 115.28(7) to hold a certificate, license, or permit.

e. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission form the pupil's progress records or such portions of his/her behavioral records as determined by the person authorizing the release.

f. Pupil records shall be provided to a court in response to a subpoena by parties to an action for an in camera inspection, to be used only for the purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency.

g. The School Board may provide the Department of Public Instruction or any public officer with any information required under WSS 115 or 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.

The building Principal shall have the primary responsibility for maintaining the confidentiality of all student records kept at that school. All requests for inspection or for the transfer to another school or district should be directed to the building Principal or his/her designee, who will then determine whether inspection or transfer is permitted under this policy. The building Principal or his/her designee shall be present to interpret behavioral records when inspection is made under paragraph 3(b). Upon transfer of student records to the central administrative office, these duties shall be assumed by the District Administrator or his/her designee.

4. **Maintenance and Destruction of Records** - While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be transferred to the former student record file.

Records of students no longer enrolled shall be maintained as follows:

- a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student (and his/her parent or guardian if the student is a minor) gives permission that the records may be maintained for a longer period of time.
- b. Where written permission is received, behavioral records will be destroyed 35 years after the date the student graduated from or last attended the school.

- c. Progress records will be destroyed 35 years after the student ceases to be enrolled in the District.
- d. Seven years after the student ceases to be enrolled in the school system, all progress records, and all behavioral records not previously destroyed, will be maintained on microfilm.

5. **Transfer of Records** - Student records relating to a specific student shall be transferred to another school or school district upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in another school or school district, or upon written notice from the other school or school district that the student has enrolled.

Legal Ref: Sections 115.812(2), 118.125, 118.126, 118.127, 118.51, 118.52, 146.81-146.84, 252.15, 767.24(7), 938.396, Family Educational Rights & Privacy Act (20 USC Section 1232g, 34 CFR Part 99)

Approved:

YOUTH OPTIONS ELIGIBILITY CRITERIA

Clear Lake's youth options program allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college, one of the state's participating private nonprofit institutions of higher education, or tribally-controlled colleges. Approved courses can count toward high school graduation and college credit.

In addition to the guidelines stated in state statute 118.55 on youth options, the school board of Clear Lake has adopted the following guidelines:

- a. The district will pay for up to 18 credits per pupil.
- b. If a pupil receives a failing grade or fails to complete a course for which the school board has made payment, the school board may request reimbursement from the student/family.
- c. In order to be eligible to participate in youth options the student must be in good standing.

For the purpose of the youth options program, a “student in good standing” is defined as a student meeting all of the following criteria:

- a. At least a 2.5 grade point average for at least one of the grading periods preceding the student’s application. (Quarter 1, Semester 1, Quarter 3, or Semester 2)
- b. No F’s on his/her report card for the same grading period
- c. Not had absences in excess of the maximum of the 15 allowable per year
- d. No record of a school suspension in the past year.
- e. Maintained a good record in earlier youth options coursework.

A pupil who intends to enroll in an institution of higher education under this section shall notify the school board of the school district in which he or she is enrolled of that intention no later than March 1 if the pupil intends to enroll in the fall semester, and no later than October 1 if the pupil intends to enroll in the spring semester. The notice shall include the title of the courses in which the pupil intends to enroll and the number of credits of each course, and shall specify whether the pupil will be taking the courses for high school or postsecondary credit.

SELECTION OF INSTRUCTIONAL MATERIALS

The legal responsibility for instructional materials used in the School District of Clear Lake rests ultimately with the Board. Responsibility for selection of instructional materials shall, however, be delegated to the professionally trained staff employed by the School District.

Selection of instructional materials may involve many people: principals, librarians, teachers, media specialists and students.

When selecting instructional materials for use in the schools, consideration shall be given to the following objectives:

- To promote and to provide materials that will enrich and support the curriculum taking into consideration the varied interests, abilities and maturity levels of the students served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information which will enable students to make intelligent judgements in their daily lives.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage.
- To provide materials of the highest quality in order to assure a comprehensive collection appropriate for users of the library media centers.

Specific instructional materials selection guidelines shall be developed by the administration.

The School District of Clear Lake shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference: WSS 118.03(2), 118.13, 120.13(5), 121.02(1)(h), PI 9.03(1) of the Wisconsin Administrative Code

Cross reference: 411-Rule, 871, Handling Complaints about Instructional Materials, Student Discrimination Complaint Procedures

Approved: October 8, 2001

INTERLIBRARY LOAN OF MATERIALS

The School District of Clear Lake supports a Library media program that enhances the curriculum, increases literacy, and promotes lifelong learning. The Library media specialists are authorized to utilize interlibrary loan to provide information and materials within the scope of the Library media program, but not available in district media centers.

Interlibrary loan is defined as lending school Library media center material or a copy of the material to another Library or patron of another Library for a specified period of time. The purpose of the interlibrary loan is to obtain Library media material not available in one's local Library media center.

Borrowing of materials from Libraries in Wisconsin's resource-sharing network will be approved at the discretion of the Library media specialist. Patrons will be personally responsible for all materials borrowed for them and must pay accrued fines as well as replacement costs for all materials that are lost or damaged while in their possession.

Library media specialists may loan district resources to Library patrons within Wisconsin's resource-sharing network. The decision to loan material is at the discretion of the lending Library media center. Library media centers ordinarily will not loan the following:

- Library resources in current and recurring demand
- Reference materials, equipment, and licensed computer software
- Materials on reserve for individual, group or class use
- New materials

The lending school Library media center is responsible for compliance with copyright laws and guidelines.

Legal Reference: Wisconsin Statutes, Chapter 43.72

Approved: November 26, 2007

GUIDANCE PROGRAM

A continuous program of guidance services shall be maintained in grades Kindergarten through twelve. The program shall be designed to:

1. Help each student develop an understanding of his/her particular strengths and weaknesses and enable him/her to develop into a responsible citizen.
2. Help each student relate his/her interests, aptitudes and abilities to a meaningful program of studies and extracurricular activities.
3. Assist the student in vocational and educational planning.
4. Assist each student with personal concerns.

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

The guidance program shall be evaluated periodically.

The School District of Clear Lake shall not discriminate in the methods, practices and materials used for counseling, evaluating and testing students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference	WSS 118.13, 121.02(1)(g), PI 9.03(1) of the Wisconsin Administrative Code
Cross reference	411-Rule, Student Discrimination Complaint Procedure
Approved:	October 8, 2001

Clear Lake School District
Student Technology Acceptable Use & Internet Safety
Policy

The Clear Lake School District supports student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District has established a computer network and is pleased to offer Network/Internet access for student use. This provides students access to a variety of Internet resources as well as the network to facilitate the storage and retrieval of information to enhance the educational environment. Network/Internet access and technology resources are a privilege, not a right. In order for students to use our Network/Internet, students and their parent/guardians must first read and understand the following acceptable use policies.

This document is meant to be a document in progress and not comprehensive. The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology at the district.

A. General Rules

- 1) Computer hardware may not be exchanged, moved, or tampered with in any way.
- 2) The purposeful introduction of viruses or malicious activity of any type to any electronic device in the district is not allowed and will result in immediate disciplinary action.
- 3) Users are not to adjust computer settings, including but not limited to: wallpaper, desktop settings, screensavers, etc.
- 4) No eating or drinking near computers.
- 5) For their own safety, users should never give out personal information, such as name, address, phone number, or photograph.
- 6) Subscribing, bidding, and/or ordering from advertisements/services/websites are not allowed.
- 7) Attempts to access blocked sites and/or bypass or defeat the filtering system is not allowed under any circumstances and is in direct violation of ethical use of the Network/Internet.
- 8) Students must be supervised at all times when in any location that has the ability to connect to the Internet. Students remaining in a location without supervision must move to a supervised location immediately or be considered in violation of the Student Technology Acceptable Use and Internet Safety Policy.

- 9) Student laptops, PDAs, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines:
- a) Permission to bring in electronic devices must be obtained in advance by Administration and the Information Systems Administrator or authorized in the student handbook.
 - b) The school is not responsible for lost/stolen/damaged devices.
 - c) Connecting non-district equipment to the district network is not allowed at anytime.
 - d) All guidelines for appropriate use must be adhered to, including but not limited to the express prohibition of games, videos, inappropriate content and/or activities.
 - e) Any actions or activities that are disruptive in any way will result in immediate termination of the right to bring in electronic devices.
 - f) Students who have a revocation of technology privileges are not allowed to bring in electronic devices.
 - g) The authority granted educators and schools under the Wisconsin State Statutes provides school authorities with the right to inspect students' lockers, student owned or operated vehicles parked on school grounds, and/or articles carried on their person during the school day or at related school-sponsored activities.
 - h) Students found to violate the guidelines for use of student electronic devices are subject to the disciplinary consequences outlined in this Acceptable Use Policy, **including loss of network privileges**. In addition, personal electronic devices may be confiscated by any school employee and given to the principal's office when there is a violation. The students will be subject to disciplinary consequences.
- First offense – student will serve a detention before the item is returned.
 - Second offense – student will serve two detentions before the item is returned.
 - Third offense – item will be confiscated for one calendar week. The student will serve in-school suspension. Parents will be notified.

B. General rules on safe and ethical use of Network/Internet

- 1) Every student user of the School District of Clear Lake network with Internet access must have a signed parental permission slip on file with the school before logging in for the first time. A parent's signature indicates he/she has read the document, understands its ramifications and will abide by the standards set forth in this document.
- 2) Passwords must be kept private and never revealed to anyone. Accounts and/or passwords may not be shared. Each student is responsible for the content of his/her folder on the network. If a student has inappropriate material in his/her folder or profile as a result of sharing a network login,

that student is still responsible for the content of their folder. If a student suspects that his/her login is no longer secure, they are responsible for contacting the Information Systems Administrator immediately to receive a new password.

- 3) Users should always log-off the network when finished. This helps keep network files secure.
- 4) Students must respect resource limits and remain within an allotted disk space of 100 MB (megabytes). Users are responsible for deleting old files that may take up excessive amounts of storage space.
- 5) School and network administrators reserve the right to review the system from time to time to ensure that the system is being used properly. Any material created, stored, or sent through the network (and/or any district computer) is subject to this review and therefore not guaranteed to be private. For this reason, students should expect that all work and all forms of electronic communication may be intercepted and/or viewed by a third party.
- 6) Users have a responsibility to respect the privacy and property of other users and shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords that belong to other users, or misrepresent other users or themselves on the network.
- 7) Chat rooms, forums, message boards, blogs, wikis, instant messaging, streaming audio and/or video, music videos, and email are not allowed unless part of a class assignment under the direct supervision of the instructor.
- 8) No viewing of offensive material, hate mail, discriminating remarks, or obscene or pornographic material is allowed at the District. This includes, but is not limited to, accessing web sites, newsgroups, or content that contains material that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
- 9) Students may not use any form of obscene, harassing, racist, sexist, or abusive language on-line or related to their profile and/or network folder. Neither can they engage in personal attacks or post private information about another person.
- 10) The network may not be used for any activity, or to transmit any material, that violates United States or Wisconsin laws. This includes, but is not limited to, illegal activities such as threatening, intimidating, abusive or harassing messages sent to another person through electronic mail or other computerized communication system including postings via web pages, or violating copyright laws.
- 11) The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- 12) Users may not log on to someone else's account, or attempt to access another user's files. "Hacking" or otherwise trying to gain unauthorized

access to resources, entities, or another person's files or computer system is prohibited.

- 13) **The School Administration and/or Network Administrator reserves the right to close an account at any time.**

C. General rules on using software:

- 1) Software must be used as intended and may not be deleted or altered.
- 2) Students are not allowed to load any software or run unauthorized executables on any computer in the district, or download, copy, or store any software, shareware, or freeware without prior permission from the Network Administrator.
- 3) Unauthorized copying of software, media, and/or digital content is illegal and prohibited at the *Clear Lake School District*. The illegal downloading of copyrighted software or files is prohibited.
- 4) Students are not allowed to play games.
- 5) Any activities that would violate Clear Lake School District's policies, Wisconsin laws, or United States laws are strictly prohibited.

D. Violations and Consequences

- 1) Violations will be categorized as Level I or Level II. The following behaviors are *examples* of inappropriate usage. Keep in mind that it is neither possible nor necessary to specify every type of inappropriate behavior, or every inappropriate circumstance that would justify action under this Policy.

Level I

- Violations of the General Rules of the User Agreement
- E-mail violations
- Playing games of any type
- Unintentional damage to computers (horseplay)
- Using Internet for commercial purposes
- Printing for personal use
- Unauthorized use of blogs, chat rooms, etc.
- Sharing passwords with others
- Attempting to access blocked sites
- Downloading to personal folder (examples: games, software)
- Using unauthorized personal electronic devices with the network

Level II (begins at step 2 under consequences)

- Sending or displaying offensive or obscene material (B.8.)
- Using obscene, harassing, racist, sexist, abusive, or threatening language (B.9.)
- Engaging in illegal activities with the network
- Intentional damage to computers or network, including introduction of viruses

- Logging in as another individual, stealing passwords/data of others, attempts at “hacking”
- Downloading to personal folder (examples: images, unauthorized files, etc.)

1) Consequences:

Step 1 – Access privileges denied for one quarter (45 school days)

Step 2 - Access privileges denied for one semester (90 school days)

Step 3 - Access privileges denied for one year (180 school days)

Step 4 - Access privileges denied permanently

This includes no use of the library computers when students are on the computer misconduct list. Any student in a class who visits the computer room with a class will not be able to use the computers. Any student in a *computer class* can only access a computer during class time and under the direct teacher supervision (no passes to the lab from study hall or using a computer during any non-computer class). Any student in a computer class that has committed his/her third or fourth offense will be removed from that class.

The school district reserves the right to skip to higher steps based on the severity of the violation. Law enforcement may be contacted and other school disciplinary action, including suspension or expulsion, may be initiated when warranted by the severity of the violation.

If you are ever in doubt whether something is appropriate or not, check with your supervising teacher or resource person.

Last Name (please print)

First Name

Grade

**Clear Lake School District
Technology Student User Agreement and
Parent Authorization Form for 2010-2011**

Student:

As a user of the Clear Lake School District Network/Internet, I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection I hereby release the School District of Clear Lake and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

Student Signature

Date

Parent/Guardian:

As the parent/guardian of the above student, I have read the Clear Lake School District Student Technology Acceptable Use & Internet Safety Policy. I understand that this access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Network/Internet. I understand that individuals and families may be held accountable for violations. I accept responsibility for guidance on using the Network/Internet - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Authorization with my child.

Please check one:

_____ I hereby give permission for my child to use the Network and Internet at school.

_____ I hereby **do not** give permission for my child to use the Network and Internet at school.

Parent Name (Please print)

Date

Phone

Parent Signature

I understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published on the Clear Lake School District website for public view.

_____ I hereby give permission to publish photos/works of my child on the Clear Lake School District website.

_____ I hereby **do not** give permission to publish photos/works of my child on the Clear Lake School District website.

Approved: September 13, 2010

EXTRACURRICULAR ACTIVITIES

All organizations and activities sponsored by the School District of Clear Lake shall:

1. provide educational opportunities for additional teaching and learning; and
2. meet basic educational criteria established by the professional and administrative staff.

Any organization or activity that does not meet the educational objectives and philosophy of the District shall be suspended upon recommendation of the administration.

All students within each building are eligible to participate in student organizations and activities of that building. Minimum eligibility requirements will be established for organizations or activities by the building principal with Board approval.

The Board shall encourage the full participation of all students in extracurricular and recreational programs and activities.

The School District of Clear Lake shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions of facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional and learning disability or handicap. This policy does not, however, prohibit the District from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference: WSS 118.13, 120.12(23), 120.13(1), PI 9.03(1) of the Wisconsin Administrative Code

Cross reference: 411-Rule, Student Discrimination Complaint Process

Approved: October 8, 2001

INTERSCHOLASTIC ATHLETICS

The athletic program in the School District of Clear Lake is recognized as a vital part of the total educational program. The Board feels an athletic program, properly operated, provides experience in daily human relations, which cannot be found in any other educational contact.

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

Student athletes must comply with all rules and regulations established by the WIAA and the Board.

The School District of Clear Lake shall not discriminate in student participation in athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy, however, does not prohibit separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference: WSS 118.13, 120.12(23), 120.13(1), PI 9.03(1) of the Wisconsin Administrative Code

Cross reference: 411-Rule, Student Discrimination Complaint Procedures, Student Athletic Code

Approved: October 8, 2001

SERIES 400: STUDENTS

411	Equal Educational Opportunities
411.1	Harassment Policy
411.1 – Rule	Harassment Complaint Procedure
411 – Exhibit	Public Notification of Nondiscrimination Policy
411 – Rule	Student Discrimination Complaint Procedures
412	Technology Concerns for Students With Special Needs
412.1	Full Time Student
420	School Admissions
421	Age of Entrance
421 – Rule	Procedures for Early Admission into Kindergarten and First Grade
425	Full Time Public School Open Enrollment
425 – Rule	District Procedures for Dealing with Full-Time Open Enrollment Applications
426	Part-Time High School Open Enrollment
426 – Rule	District Procedures for Dealing with Part-Time High School Open Enrollment Applications
428	Open Enrollment Transportation
431	Student Attendance
440	Foreign Exchange Student Enrollment
443	Student Conduct
443.4	Student Alcohol and Other Drug Use
443.5	Student Use of Two Way communication Devices
443 – Rule	Code of Classroom Conduct
443.7	Bullying Policy
446.1	Locker Searches
447	Student Discipline
451	Payment for Field Trips
453	Use, Dispensing, and/or Possession of Creatine or Other Nutritional Supplements
453.1	Use of Physical Force by Staff
453.4	Administering Medications to Students
460	Student Awards and Scholarships

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, color, sexual orientation, national origin, pregnancy, marital or parental status, physical, learning, mental or emotional disability or handicap. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

The School District of Clear Lake 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.

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

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

Nondiscrimination policies shall be printed in the student handbook, course selection book, enrollment materials, and published annually in August in the local newspaper or the annual calendar sent to all households in the District, to make students and parents aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the following:

Title IX -	High School Athletic Director
Section 504 -	Exceptional Education Coordinator
Other -	School Building Principal

Legal reference: WSS 118.13, PI 41 of the Wisconsin Administrative Code, Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1964, Section 504, Rehabilitation Act of 1973, American with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991

Cross reference: 411-Rule, Student Discrimination Complaint Procedures, Special Education Policy Handbook

Approved: October 8, 2001

HARASSMENT POLICY

The Board of Education supports an educational environment that is free of harassment of any form. Therefore, it is the policy of the District that neither students nor employees will be allowed to engage in any form of harassment or intimidation towards other students or school employees.

“Harassment” means striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient’s academic or job performance. “Intimidate” means to make timid or fearful, to frighten, or compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional, or learning disability.

It is the responsibility of the administrators, staff members, and all students to ensure that these prohibited activities do not occur.

Anyone who believes that they have been subjected to harassment or any parents/guardians who believe their student has been subjected to harassment should report the incident(s) to the building Principal/designee. It is the intent of the School District of Clear Lake to create an atmosphere where complaints will be treated fairly and promptly. If a person or parent is not comfortable making a complaint to the Principal/designee, the complaint may be made to a teacher or counselor with the understanding that incidents must be reported to the administration for review and action. The employee receiving the complaint shall report the complaint to the Principal or District Administrator.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of the witness’ identity unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the School District of Clear Lake does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, and the complaint procedure will be made available to any student, staff, or parent/guardian wishing to file a complaint.

Legal Ref: Sections 118.13, 120.13(1), 813.125 Wisconsin State Statutes, PI 41 Wisconsin Administrative Code, Title IX, Educational amendments of 1972

Adopted: October 8, 2001

HARASSMENT COMPLAINT PROCEDURE

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are charged with the responsibility to hold these matters in the strictest possible confidence in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Anyone who believes they are the victims of harassment, or parents/guardians who believe their child is the victim of harassment should immediately report their concerns to the Principal, Guidance Counselor, or teacher. If an adult other than the Principal receives the complaint, the adult shall forward the complaint to the Principal/designee for review and action as necessary. If the Principal is the subject of the complaint, the complaint should be forwarded to the District Administrator. The Principal or District Administrator will compose a written record of any verbal complaints.

Formal complaints will be taken seriously and will be the subject to thorough review and immediate investigation by the receiving office or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide a prompt written notice to concerned parties of the expected time period for the completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

1. If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
2. Formal complaints shall be presented in writing to the Principal/designee. The complainant should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
3. The Principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Every effort will be made to complete this initial review within fifteen (15) calendar days after a complaint has been received. The Principal/designee shall give a written report to the complainant after completion of the initial review.

4. If any party is not satisfied with the report of the Principal/designee, a written appeal may be submitted to the District Administrator indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the Principal/designee's decision. The District Administrator shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.

The District Administrator shall provide a written response outlining the findings and disposition of the appeal within ten (10) calendar days of the date the appeal is filed or ten (10) calendar days after the meeting, whichever is later.

5. If either party is not satisfied with the decision on the appeal, the party may file a request for a formal review by the Board. The appeal must be filed within ten (10) calendar days of the receipt of the decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.

6. If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction within thirty (30) calendar days of the Board decision in accordance with state law and regulations.

Nothing in these procedures shall preclude persons from pursuing other avenues afforded by law to deal with a harassment complaint in addition to or in lieu of these procedures.

Approved: October 8, 2001

**PUBLIC NOTIFICATION OF
NONDISCRIMINATION POLICY**

It is the policy of the School District of Clear Lake that no person be denied admission to any public school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and Americans with Disabilities Act of 1990 (disability).

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

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

Any questions concerning this policy should be directed to:

District Administrator
School District of Clear Lake
1101 third Street SW
Clear Lake, WI 54005

Approved: October 8, 2001

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
 - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established procedures outlined in the District's Special Education Handbook.
 - b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g. EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal or other appropriate persons, the facts comprising the alleged nondiscrimination. Within 15 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and District Administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

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

MAINTENANCE OF COMPLAINT RECORDS

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

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

Legal Ref: WSS 118.13, PI 41 of the Wisconsin Administrative Code, Title IX, Educational Amendments of 1972, Title VI, Civil Rights Act of 1964, Section 504, Rehabilitation Act of 1973, American with Disabilities Act of 1990, Individuals with Disabilities Education Act. Civil Rights Act of 1991

Cross Ref: Equal Educational Opportunities, Special Education Handbook

Approved: October 8, 2001

TECHNOLOGY CONCERNS FOR STUDENTS WITH SPECIAL NEEDS

The School District of Clear Lake recognizes that students with disabilities and other students with special needs may require assistive technology devices and/or services to help them benefit from their educational program and achieve related standards and goals.

The District shall provide students with disabilities with special education and related services, based on their individualized education programs (IEP), as required by law. A student's need for assistive technology shall be determined on a case-by-case basis. If the IEP team determines that a particular assistive technology device and/or service is needed in order for the student to benefit from his/her education program, it will be included in the student's IEP.

For purposes of this policy and its implementation, an "assistive technology device" means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The term includes:

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

Those students having special needs but not requiring a formal IEP according to law (for example, migrant students, homeless students, students living with poverty and English Language Learners), will also be considered for assistive technology devices and/or services on a case-by-case basis.

LEGAL REF: Chapter 115, Subchapter V Wisconsin Statutes
Individuals with Disabilities Education Act (as amended)

No Child Left Behind Act of 2001 (Title II, Part D)
Assistive Technology Act of 1998
Section 504 of the Rehabilitation Act
Americans with Disabilities Act

CROSS REF:
Use of District Computer Systems (Acceptable Use)

APPROVED: November 26, 2007

School District of Clear Lake
Full Time Students

Policy:

A student in the School District of Clear Lake shall be considered a full time if he/she fits one or more of the following criteria;

1. Is an Elementary, Jr. High or High school student scheduled in classes for the entire school day.
2. Has been evaluated by a district IEP team and is prescribed an Individual Education Plan that alters the school day.
3. Is participating in an alternative educational program or other program curriculum modifications approved by the student's parents and school district officials or school board.
4. Is a resident student attending public school in another school district under the full-time public school open enrollment law or tuition waiver under section 121.84(4) of state statutes.

Attendance records for all students will be maintained in the appropriate building office.

Legal Reference: Section 121.004(7) Wisconsin Statutes

Cross Reference: Policy 431 Student Attendance

Approved:

SCHOOL ADMISSIONS

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District of Clear Lake to complete official registration forms prior to assignment by the Principal to a grade or schedule of classes.

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

Parents or guardians of students admitted to the District's Elementary and 7-12 Schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

The School District of Clear Lake is not required to enroll a student during the term of his/her expulsion from another school district. Entrance will not be allowed without approval of the Board of Education.

The School District of Clear Lake shall not discriminate in admissions to any school, class, program, activity or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, emotional or mental disability or handicap. This policy does not, however, prohibit the District from placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Legal reference	120.12(25), 115.77, 118.13, 118.14, 120.13(1)(f), 252.04 of the Wisconsin Statutes, PI 9.03(1) of the Wisconsin Administrative Code
Cross reference	411-Rule Student Discrimination Complaint Procedures
Approved:	October 8, 2001

AGE OF ENTRANCE

The age for children to enter into 4-Year Old Kindergarten in the School District of Clear Lake is to be four years old on or before September 1 of each school year.

The age for children to enter into 5-Year Old Kindergarten is to be five years old on or before September 1 of each school year unless the child has successfully completed 4-Year Old Kindergarten.

A child who has not completed Kindergarten must be six years old on or before September 1 to begin first grade.

Legal Ref: Sections 118.14, 120.12(25) Wisconsin Statutes

Cross Ref: Procedures for Early Admission into Kindergarten / First Grade

Approved: October 8, 2001

PROCEDURES FOR EARLY ADMISSION INTO
KINDERGARTEN AND FIRST GRADE

The following conditions and procedures are prescribed by the School District of Clear Lake for early admission:

A. Conditions:

1. 4-Year Old Kindergarten – the child demonstrates the social, emotional, physical, and mental maturity normally expected for successful participation in 4-Year Old Kindergarten.
2. Kindergarten –
 - a. The child was admitted to and successfully completed 4-Year Old Kindergarten
 - b. The child demonstrates the social, emotional, physical, and mental maturity normally expected for successful participation in Kindergarten.
3. First Grade
 - a. The child was admitted to and successfully completed Kindergarten; or
 - b. The child successfully completed a program for five-year old children which the District deems equivalent to Kindergarten; or
 - c. The child demonstrates the social, emotional, physical, and mental maturity normally expected for successful participation in first grade.

B. Procedures:

1. The parent or legal guardian shall make application to the Elementary Principal prior to May 1st of the year entrance is requested.
2. A personal interview shall be held to determine the parent's reasons for requesting entrance prior to the legal age.
3. An evaluation of the child's potential to benefit from early admission to Kindergarten or First Grade shall be required. The evaluation shall consider the emotional stability, social and mental maturity, and physical health. The individual evaluation shall be conducted by a certified School Psychologist in conjunction with other appropriate pupil service workers. The evaluation shall be at no cost to the parents.

4. After the evaluation has been completed, a conference shall be held with the parents to consider the appropriateness of early entrance into Kindergarten or First Grade.
- C. The Board has the final authority for deciding whether or not the child is to be admitted to Kindergarten or First Grade**

Approved: October 8, 2001

FULL TIME PUBLIC SCHOOL OPEN ENROLLMENT

Nonresident Students Coming Into District

A nonresident student may apply for full-time enrollment in the School District of Clear Lake school or program under the state's public school open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law.

The District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

The School District of Clear Lake shall consider the availability of space in schools, programs, classes or grades within the District. Consideration shall be given to class size, student teacher ratios, nonresident students currently attending school in the District under cooperative agreements with other school districts and enrollment projections.

Nonresident students with a disability will be considered for enrollment only if the services described in their individual education plan (IEP) are currently available in the District and/or there is space available in the required programs. Space available will be defined as a program size that does not exceed the class ratio as follows: Elementary Level - full at a caseload weight factor of 24.6, Middle School Level - full at a caseload weight factor of 24.9, High School Level - full at a caseload weight factor of 25.0.

- 1) If a nonresident student's IEP changes after the student begins attending school in the District and the special education program or services required by that IEP are not available in the District or there is no space available in the special education program identified in the IEP, the district may discontinue allowing the student to attend school in the District.
- 2) If a nonresident student has been screened for a possible disability or been identified as disabled, but not yet evaluated by a multidisciplinary team in the resident district, the District reserves the right to deny enrollment until such time as an IEP has been developed by the resident district. Upon completion of the IEP, the District will consider the open enrollment application per item (2) above. However, this consideration must fall within the statutory timelines for open enrollment.

The District shall not accept any student for full-time enrollment who has been expelled by any school district during the current school year or preceding two school years for specific conduct or who has disciplinary proceedings pending on such conduct. This policy provision applies to the following student

conduct: endangering the health, safety or property of others, conveying or causing to be conveyed a “bomb” threat involving school property, and possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary proceedings occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the nonresident student first enrolls in the District, the student’s enrollment shall be denied.

The District shall give preference in accepting full-time enrollment applications to any nonresident students already attending school in the District and their siblings. If the District receives more nonresident student applications for full-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.

Full-time open enrollment students attending elementary school in the District shall be required to reapply for enrollment prior to admission to high school.

The parents/guardians of nonresident open enrollment students attending school in the District shall be responsible for providing student transportation to and from school.

The District shall provide transportation to nonresident disabled students attending school in the District under the open enrollment program if such transportation is required in the student’s IEP.

Nonresident open enrollment students attending school in the District have all of the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Resident Students Going Out of the District

Resident students may apply for full-time enrollment in another public school in accordance with state law. The District shall limit the number of resident students attending public school in other districts on a full-time basis to the minimum number authorized by law. If more students apply for full-time enrollment in another public school district than the allowable number, determinations regarding which students will be allowed to attend other public schools shall be made on a random basis in accordance with established procedures. Preference shall, however, be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The District may deny a student from attending school in another public school district, or continuing to attend school in another public school district, if costs of special education services required in the student’s IEP would place an undue financial hardship on the District.

The parents/guardians of resident students attending school in another school district under the open enrollment program shall be responsible for providing student transportation to and from the nonresident school district.

Legal Reference: Sections 118.13, 118.51, 118.52, 121.54(10), 121.58(2)(a), Chapter 115, Subchapter V Wisconsin State Statutes

Cross Reference: 425-Rule, District Procedures for Dealing with Full Time Open Enrollment Applications

DISTRICT PROCEDURES FOR DEALING WITH FULL-TIME OPEN ENROLLMENT APPLICATIONS

1. Nonresident Students Coming Into the District

The parents(s)/guardian(s) of a nonresident student wishing to attend school in the School district of Clear Lake shall submit the required application to the District Administrator. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the last week-day in April of the school year immediately preceding the school year in which the student wishes to attend. Applications may be submitted to no more than three non-resident Districts for full time open enrollment.

- a. The District Administrator shall send a copy of the application to the student's resident school district and to the Department of Public Instruction (DPI) on the fourth Monday in February.
- b. The District Administrator shall review all full-time open enrollment applications received using the acceptance and rejection criteria outlined in Board policy. If the District receives more nonresident student applications for full-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis as follows:
 - 1) All applications shall be numbered.
 - 2) The numbers shall be drawn and listed in order they were drawn.
 - 3) Applications shall be accepted based on their order on the list and the number of spaces available in the District Schools or programs.

The District Administrator shall submit recommendations regarding acceptance or rejection of the applications to the School Board for action at its regular March meeting.

- c. The District Administrator shall notify the applicant, in writing, of whether the application has been accepted on or before the first Friday following the first Monday in April. If the application is rejected, the notice shall include the reason(s) for the rejection.
- d. If the application has been accepted by the Board, and not rejected by the student's resident school district, the appropriate building principal will determine which school or program the nonresident student may attend in the following year. This determination shall be made in consultation with other applicable District staff and in accordance with established policies and procedures. On or before the second Friday following the First Monday in May, the building principal shall notify the applicant, in writing, of the specific school or

- program that the student may attend in the following school year. A copy of this notification shall be given to the District Administrator.
- e. The nonresident student's parent(s)/guardian(s) shall notify the District Administrator of the student's intent to attend school in the District in the following school year. This shall be done on or before the first Friday following the first Monday in June following the receipt of the notice of acceptance.
 - f. Annually by June 30, the District Administrator shall notify the resident school districts of the names of the students from their districts who will be attending school in the District the following school year.

2. Resident Students Going Out of District

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another school district, school office staff shall forward it to the District Administrator for review and recommendation.
- b. The District Administrator shall review all open enrollment applications received using the criteria outlined in Board policy. If more students apply for full-time enrollment in another school district than the allowable number, determination of which student to accept shall be made on a random basis using the procedure outlined in (1)© above. Preference shall be given to resident students already attending school in the district to which they are applying and to the siblings of such students. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action at its regular March meeting.
- c. If an application is rejected, the District Administrator shall notify the applicant and the nonresident school district to which the application was made, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.

3. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

PART-TIME HIGH SCHOOL OPEN ENROLLMENT

Nonresident Students Coming Into the District

A student who is enrolled in another public high school may apply for enrollment in a course(s) in the Clear Lake High School in accordance with state law and established procedures. The District shall apply the same criteria for accepting and rejecting course applications for nonresident students (e.g. course prerequisites, grade level standing, space availability), except that preference shall be given in attendance in a course to residents of the District.

If the District receives more nonresident student applications for enrollment in courses than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.

Student transportation shall be the responsibility of the nonresident student's parent(s)/guardian(s).

Nonresident open enrollment students attending courses in the District have all of the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Resident Students Going Out of the District

Clear Lake High School students may apply for enrollment in up to two courses in another school district in accordance with state law. The district shall reject a student's application to attend a course in another school district if the course conflicts with the student's Individual Education Program (IEP). The District shall also reject a student's application to attend a course(s) in another school district if the cost of the course(s) would impose an undue financial burden on the District.

Transportation to and from the course(s) in another school district under the open enrollment program shall be the responsibility of the student's parent(s)/guardian(s).

Legal Reference: Sections 118.13, 118.145(3), 118.52 Wisconsin State Statutes

Approved: October 8, 2001

**DISTRICT PROCEDURES FOR DEALING WITH
PART-TIME HIGH SCHOOL OPEN ENROLLMENT
APPLICATIONS**

1. Nonresident Students Coming Into the District

- a. The parent(s)/guardians(s) of a public school student from another school district wishing to take a course(s) in the Clear Lake High School shall submit the required application to the High School Principal for review and action. The application shall specify the course that the student wishes to attend. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The High School Principal shall send a copy of the application to the student's resident school district.
- b. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board Policies and high school scheduling procedures. If the District receives more nonresident student course applications than there are spaces available, determination of which students to accept shall be made on a random basis as follows:
 - 1) All applications shall be numbered.
 - 2) The numbers shall be drawn and listed in the order they were drawn.
 - 3) Applications shall be accepted based on their order on the list and the number of spaces available in the course requested.
- c. No later than one week prior to the date the course is scheduled to commence, the High School Principal shall notify the applicant and the student's resident school district, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason for the rejection. If accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.
- d. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the High School Principal of the student's intent to attend a course in the District prior to the date the course is scheduled to commence. A copy of this notification shall be given to the District Administrator.

2. Resident Students Going Out of the District

- a. Upon receipt of a copy of a High School student's application to attend a course(s) in another school district, school office staff shall forward it to the High School Principals for review and action.

- b. All applications received shall be reviewed using the criteria outlined in Board Policy. The High School Principal shall consult with the District Administrator as necessary regarding the application (e.g. whether costs of the course impose an undue financial burden on the District). If the application is rejected, the High School Principal shall notify the applicant and the nonresident school district, to which the application was made, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for the rejection.

If the application is accepted, the High School Principal shall determine whether or not the course(s) satisfies District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the High School Principal shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

3. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

Approved: October 8, 2001

OPEN ENROLLMENT TRANSPORTATION

When the School District of Clear Lake is the non-resident District; transportation will not be provided for Open Enrollment students unless the normal bus route directly passes the student's home.

When the School District of Clear Lake is the resident District, transportation will not be provided to Open Enrollment students.

The only exception to these policies occurs if the Open Enrollment student is a child with a disability and the individualized educational program developed for the student under s. 115.787(2) requires transportation of the student. The resident District either is responsible for the costs of the transportation or transports the student.

Legal Ref: WSS 121.54

Approved: October 9, 2006

STUDENT ATTENDANCE

At the School District of Clear Lake, we believe that good attendance is basic to a good education and preparation for future education and employment. Regular attendance is a significant factor contributing to a student's educational success. Regular participation in well-planned activities is essential if education is to take place.

Section 118.15 (3)(c) Wisconsin State Statutes states all children between the ages of 6 and 18 years of age shall attend school regularly during the full period and hours that school is in session. It is unlawful for any child of school age to be habitually truant from school.

Habitual truant means a pupil who is absent from school without an acceptable excuse for all of five (5) or more days which school is held during a school semester.

The school attendance officer is empowered to approve a legal excuse to any pupil for the following reasons.

1. **Medical/Dental Absences:** Written verification and/or parental written excuse required. Excessive absences for illness may require medical personnel verification for assurance to be excused.
2. **Board Approved Absences:** The following activities are legal activities for being absence from school: religious holidays, court appearances, out of school suspensions, and a death in the immediate family.
3. **Parent Approved Absences:** Section 9, 118.15(3)(c) of the Wisconsin State Statutes states that a student may be excused in writing by his/her parent or guardian before an absence, for not more than ten (10) days, during the school year for any reason the parent authorizes as necessary/appropriate. Absences other than medical/dental absences or Board Approved absences will be categorized as "Parent Approved absence".

Students excused from school under any of the above absence categories shall be required to make up any schoolwork missed. The student will have two (2) days in which they make up work for each day absent for any reason. After two days, each incomplete assignment becomes an "F".

Unexcused tardiness, or absences for any part or all of a school day are a violation of Wisconsin State Statutes. For practical reasons, they are also very disruptive to an efficiently functioning school. Shopping, hair appointments, tanning, prom clothing issues, etc. would not be considered sound reasons for school absences. We solicit and encourage parent cooperation to help us maintain our guidelines. Hopefully, this will minimize the possibility of problems with unsupervised students, and will reduce classroom and school day disruptions.

For the purposes of High School graduation, a student must be enrolled in class or participating in a Board approved activity for every period of every school day according to Section 118.33(1)(b) of the Wisconsin State Statutes. Hourly absences will be excused for situations in which the student has missed school with a written reason for the absences from the parent/guardian. Excess hourly absences are not excused. Time will be made up and teachers will have the option to allow or not allow make-up work.

Excessive Absences:

1. High School students will not receive Board Accreditation for second semester work, even if all individual class work is completed and graded, (will be recorded as incomplete) if the student was absent more than fifteen (15) school days in one year.
2. Junior High (7 & 8) students will not be promoted to the next grade level if they were absent more than fifteen (15) days.
3. School sponsored field trips, or illnesses verified by a family physician, will not be included. In emergency situations, approval by the building Principal and/or faculty advisory council may be granted to exclude days over the required minimum.

Students who have not met the minimal attendance requirements, who wish to secure earned credit (9-12) or promotion to the next grade level (7 & 8) may **correct attendance deficiency by:**

1. Attending a remedial summer session for the number of days to meet minimal attendance requirements and successfully complete all assigned work.
2. An approved Individual Educational Plan (IEP). Approval of this IEP is at the discretion of the Board and/or Administration. The goal of this IEP is to make up the deficiency in a manner best suited to the unique situation of the individual student.
3. Seniors not meeting a pro-rated minimum attendance requirement, based on the graduation date, will not receive a signed diploma until minimum attendance is met. However, Seniors may begin excessive absence make-up on the Friday following graduation practice.

Legal Reference: Sections 118.15(3)©, 118.33(1)(b) of the Wisconsin State Statutes

Approved: October 8, 2001

FOREIGN EXCHANGE STUDENT ENROLLMENT

It is the position of the Board of Education that we follow the International Educational Travel and Exchange Programs recommendation of enrolling no more than 1% of our High School student population as foreign exchange students.

Applications must be turned in to the building Principal prior to August 1st.

Approved: July 10, 2006

STUDENT CONDUCT

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school and the Board approved Code of Classroom Conduct.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all District employees, for the educational purpose underlying all school activities, and for the widely shared use of school property.

The Principal is responsible for developing and administering reasonable rules and regulations for students. Such rules and regulations shall not conflict with Board policies, statutory law or case law.

All employees of the District shall share the responsibility for supervising the behavior of students and for seeking that they meet the standards of conduct established by the Principal.

The School District of Clear Lake does not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Sections 118.13, 118.164, 120.13(1), 121.52(2)
Wisconsin State Statutes, PI 9.03 of the Wisconsin
Administrative Code

Cross Ref: Student Discrimination Complaint Procedures

Approved: October 22, 2001

STUDENT ALCOHOL AND OTHER DRUG USE

Students are prohibited from procuring, possessing, using, consuming or being under the influence of alcohol or controlled substances while on school premises, in school motor vehicles and participating in school sponsored activities.

A student may be required to submit to a breath test as per state law to determine that presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a trained district employee or law enforcement officer and shall meet state law requirements.

Students who violate this policy or refuse to submit to a breath test to determine the presence of alcohol on one's breath shall be disciplined in accordance with established procedures, including suspension or expulsion, and may be referred to law enforcement officers.

Legal Ref: Section 118.45 Wisconsin State Statutes

Approved: October 22, 2001

STUDENT USE OF TWO WAY COMMUNICATION DEVICES

The School District of Clear Lake prohibits the use of electronic paging or two way communication devices such as beepers and telephones on school property unless prior authorization is granted by the Building Administrator or as authorized in the Student Handbook. The Administrator may authorize such use if he/she determines that it is needed for medical, school, educational, vocational, or other legitimate reasons.

Students violating this policy shall be disciplined in accordance with established procedures. Students shall be informed annually of this policy.

Legal Ref: Section 118.258 Wisconsin State Statutes

Approved: August 11, 2003

CODE OF CLASSROOM CONDUCT

STATEMENT OF PRINCIPLE

The School District of Clear Lake recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education. 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 legal 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, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment.

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).

A teacher employed by the District may remove a pupil from the teacher's class if the pupil violates the terms of this Code of Classroom Conduct. In addition, long term removal of a student will be possible if the building principal upholds the 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.

GROUNDINGS FOR REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which (a) violates the District's policies; (b) violates the behavior rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the classroom teacher to teach

effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations must be communicated as strongly as possible to students and staff. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his/her best judgment in deciding when it is appropriate to remove a student temporarily from class.

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

- A) Behavior that violates the District's policies on suspension and expulsion:

Building principals make decisions regarding suspension and recommendations for expulsion are made by District administration based upon recommendations from the principals. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

- B) Behavior that violates the behavioral rules and expectation in the student handbook:

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions will include an explanation of this Code, and the District's policy regarding removal.

- C) Behavior which is disruptive, dangerous or unruly:

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension or expulsion, or in the Student Handbook, 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:

1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

2. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
 3. Behavior that may constitute sexual or other harassment.
 4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by a student, presentation by a visitor or study time).
 5. Throwing any objects, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
 6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
 7. Destroying the property of the school or another student.
 8. Loud, obnoxious or outrageous behavior.
- D) Behavior which interferes with the ability of the teacher to teach effectively.

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, which constitutes:

1. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
 2. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
 3. Other behavior likely or intended to sabotage or undermine the instruction.
- E) Behavior which is inconsistent with class decorum and the ability of others to learn.

Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

REMOVAL OF A STUDENT FROM CLASS

The teacher of that class may remove any student from class under this Code. For the purposes of this Code, a "class" is any class, meeting or activity, which

students attend, or in which they participate while in school under the control or direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch or recess.

A “teacher” is any certified instructor, counselor, nurse or administrator in the employ of the District.

PROCEDURES FOR REMOVAL OF A STUDENT FROM A CLASS

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

- A) Instruct the student to go to the building office for the period of removal. In such case, the teacher should send a note with the student or call the office to let them know that the student is on the way to the office.
- B) Obtain coverage for the class and escort the student to the main office.
- C) Seek assistance from the building office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the building office.

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

By the end of the day when possible, but in any event no later than within twenty-four (24) hours of the removal, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building principal.

As soon as practicable, but in any event within twenty-four (24) hours of the removal, the teacher shall inform the student’s parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the classroom removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The teacher shall keep

written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

ROOM LOCATION OF SHORT TERM REMOVAL

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

LENGTH OF A SHORT TERM REMOVAL

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

PROCEDURES FOR LONG-TERM PLACEMENT IN AN ALTERNATE SETTING

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

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

Upon receipt of such statement, the building principal shall consult with the teacher and may, at his/her discretion, consult with other District staff. It is appropriate and necessary to inform and consult with the parents of the student and the student involved in the request for long-term removal.

As soon as practicable, but in any event within twenty-four (24) hours of the request for removal, the teacher shall inform the student's parents that the student may be removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the possible removal from the classroom postmarked within two business days of the request for removal. Such written notice shall specify the class from which removal is requested and the basis for the removal as stated by the teacher. The teacher shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Within three (3) business days and following consideration of the teacher's statement and any other information, the building principal shall, at his/her discretion, take one of the following steps:

- A) Place the student in an alternative education program as defined by law;
- B) Place the student in another class in the school, or in another appropriate place in the school;
- C) Place the student in another instructional setting; or
- D) Return the student to, or retain the student in, the class from which he/she was removed or proposed to be removed.

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

Long-term placement in an alternate setting is an administrative decision not subject to formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building principal and/or the teacher(s) who made the request for placement in an alternative setting. Where possible, such a meeting shall take place within three (3) business days of the request for removal and/or within two (2) business days of receipt of the decision. At the meeting, the building principal and teacher(s) shall inform the

parents and/or student as fully as possible regarding the basis for any decision. However, nothing in this Code shall prevent the building principal from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objections of the parent(s) or student.

IDEA AND SECTION 504 STUDENTS

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

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

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

Legal Ref: Section 118.164 Wisconsin State Statutes

Approved: October 22, 2001

BULLYING POLICY

Introduction

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

Definition

Bullying is the 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. Bullying behavior can include, but is not limited to:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
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 messages or pictures by mobile phone or using the internet-also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults.

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. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. 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

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary measures consistent with District policies and procedures, up to and including suspension, expulsion and /or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure

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

Records will be maintained regarding students found to have violated this policy, including the nature of the violations and/or the sanctions that were imposed.

Legal Reference: Wis. Stats. Sec. 118.46(2)

Date Adopted: August 9, 2010

LOCKER SEARCHES

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without consent, and without a search warrant. The search may be conducted by the District Administrator, Building Principal, a police officer or a school employee designated by the District Administrator or Building Principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by school personnel for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

Legal Ref: Section 118.325 Wisconsin State Statutes

Approved: October 22, 2001

STUDENT DISCIPLINE

Sound disciplinary measures shall be maintained in the School District of Clear Lake. All teachers shall ensure that proper student conduct is maintained in his/her classroom, in the halls, on school premises, on scheduled field trips, and during school-sponsored activities.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

When a teacher is unable to adequately handle a behavior situation alone, he/she should contact the building Principal immediately.

The School District of Clear Lake shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Sections 118.13, 120.13(1), 121.52(1) Wisconsin State Statutes, PI 9.03(1) of the Wisconsin Administrative Code

Cross Ref: 411-Rule Student Discrimination Complaint Procedures

Approved: October 22, 2001

PAYMENT FOR FIELD TRIPS

It shall be the policy of the School District of Clear Lake to charge students an amount equal to one-half the cost of the activity on school sponsored field trips. The district will pay for the cost of transportation and the other one-half of the cost of the activity.

In the Gaylord Nelson Educational Center, each grade level will be allowed a maximum of one field trip that requires an additional cost for the activity.

All trips should be related to curricular goals and objectives.

The District Administrator may waive this policy if the cost of the activity is deemed to be minimal.

Approved: October 22, 2001

**USE, DISPENSING, AND/OR POSSESSION OF CREATINE
OR OTHER NUTRITIONAL SUPPLEMENTS**

The School District of Clear Lake strongly discourages students from using creatine or any other performance enhancing nutritional supplement.

The possession of creatine or other performance enhancing nutritional supplements on school property is forbidden unless prior written permission, from a parent/guardian and a physician, is on file in the High School Office.

Coaches and other school employees are prohibited from recommending, condoning, or supporting the use of nutritional supplements (including creatine) or being involved in the dissemination of such products to students. Any coach or other school employee who violates this policy shall be subject to disciplinary action in accordance with established District procedures and/or the provisions of the current NUE Master Agreement.

Cross Reference:

Adopted:

USE OF PHYSICAL FORCE BY STAFF

Any school official, employee or agent of the School Board for the School District of Clear Lake is allowed to use reasonable and necessary force for the following purposes:

- To quell a disturbance or prevent an act that threatens physical injury to a person.
- To obtain possession of a weapon or other dangerous object within a student's control.
- For the purpose of self-defense or the defense of others, or for protection of property in accordance with state statutes.
- To remove a disruptive student from school premises, a motor vehicle or school sponsored activity.
- To prevent a student from inflicting harm on him/herself.
- To protect the safety of others.

This policy also allows any school official, employee or agent of the School Board to use incidental, minor or reasonable physical contact designed to maintain order and control.

Legal Ref: Section 118.31(4) Wisconsin State Statutes

Approved: October 22, 2001

ADMINISTERING MEDICATIONS TO STUDENTS

Medications should be administered to schoolchildren by parents at home whenever possible. The School Nurse, and other persons designated in writing by the Building Principal, may administer medications to students under established conditions. Before any prescription medication medicine may be administered to a student in the School District of Clear Lake, school personnel must receive written parental consent and written instructions from the child's physician or dentist.

All written instructions and consent form shall be filed in the school office. The Building Principal or School Nurse shall be responsible for reviewing the written medication instructions periodically, designating maintenance of complete and accurate medication records, and storing all prescription medications in a safe and secure place. However, this policy shall not prohibit older and reliable 7-12 grade students from assuming responsibility for taking medication with a written approval of parents/guardians and physician. School personnel authorized to administer medications to students shall be provided appropriate instruction. No school personnel, except the School Nurse, shall be required to administer any medication to a student by any means other than ingestion.

Non-prescription products should be administered to schoolchildren at home whenever possible. The classroom teacher may administer and/or supervise self-administration of non-prescription products under established conditions. Before any non-prescription product may be administered by the teacher and/or self-administered by a student 4K-6 in the School District of Clear Lake, the 4K-6 classroom teacher must receive written parental consent and instructions. The 4K-6 classroom teacher shall be responsible for the safe and secure storage of the non-prescription products and the written parental consent. All non-prescription products for students in grades 7-8 shall be stored in the Principal's Office and must be accompanied by a note authorizing the administration of those products. Older and reliable 9-12 students may assume the responsibility for self-administration and storage of non-prescription products. If for any reason school personnel administer a non-prescription product at grades 9-12, written permission must be filed in the Principal's Office.

Legal Ref: Sections 118.29(4), 118.291, and 121.02 Wisconsin State Statutes

Approved: October 22, 2001

Students in the School District of Clear Lake shall be informed annually of any available scholarships and awards.

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

Criteria for District awards and scholarships shall be developed consistent with District goals and objectives.

State Academic Scholarship Program

The State of Wisconsin has taken legislative action to provide tuition and fee scholarships to Wisconsin's top High School scholars. The selection criteria are as follows:

Annually by February 15, the School Board of each School District operating one or more High Schools and the governing body of each private High School, shall name the 12th grade pupil in each High School who has the highest grade point average, based on seven High School semesters, in all subjects as eligible to receive a higher education scholarship. The School Board is to notify the Department of Public Instruction of the name of the senior selected. If two or more pupils in the same High School have the same grade point average, the School Board shall select the pupil eligible for the scholarship.

The Clear Lake Board of Education defines the Academic Scholarship recipient process as follows:

1. The senior who, after seven semesters of Clear Lake High School course work, has the highest grade point average. Not more than six virtual education credits may be applied towards the Academic Excellence scholarship.
2. If there is a tie in #1 above, the recipient will be selected from the students tied who has the highest ACT composite score. The ACT scores must be from the first time the test is taken by each student.
3. If two or more students tie with the highest grade point average and the highest ACT score, the student taking the most credits will be the recipient of the scholarship.
4. If two or more students have the same grade point average, credits earned, and ACT composite score, the Board shall evaluate the students for difficulty of curriculum, school activity involvement, and commitment to learning, to determine the designee.

The School District of Clear Lake shall not discriminate in acceptance and administration of gifts, bequests, scholarships or other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap. Discrimination shall be processed in accordance with established procedures.

Legal Ref: WSS 118.13, PI 9.03, HEA 9 of the Wisconsin Administrative Code

Cross Ref: Student Discrimination Complaint Procedures

Approved: September 12, 2005

SERIES 500: PERSONNEL

511	Equal Employment Opportunity
511 – Rule	Employee Discrimination Complaint Procedures
515	Title I Comparability Policy
518	Elementary and Secondary Education Act Accountability Policy
523	Physical Examinations
528	Administrator Retirement Policy
530	Support Staff Retirement Policy
532.11	Anti-Strike Policy
533.1	Position Posting Policy
537	Employee Technology Acceptable Use Policy
540	Public Records Notice
560	Interagency Agreement Regarding Pupil Record Confidentiality

EQUAL EMPLOYMENT OPPORTUNITY

The School District of Clear Lake is an equal opportunity employer. Therefore, personnel hiring and administration in this District shall be conducted so as not to discriminate against employee or applicant on the basis of race, religion, political affiliation, disability, sex or sexual orientation, status, ancestry, color, 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 nonuse of a lawful product off school premises, or any other reason prohibited by state or federal law. Exceptions to this policy may only be made in accordance with state and federal law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

It is the intent of the District to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its employment policies, regulations and practices. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Immigration Reform and Control Act of 1986, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Sections 111.31 – 111.395, 118.195, and 118.20 Wisconsin State Statutes

Cross Ref: 511-Rule Discrimination Complaint Procedure

Approved: October 22, 2001

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's Equal Opportunity Employment policy may bring forward a complaint as follows:

INFORMAL PROCEDURE

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

FORMAL COMPLAINT PROCEDURE

1. A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the District Administrator who shall immediately undertake an investigation of the suspected infraction. He/She shall review with Building Principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
2. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education. 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. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records should be kept for each complaint filed and, at a minimum, should include:

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

Approved: October 22, 2001

TITLE I COMPARABILITY POLICY

As required by the *No Child Left Behind Act of 2002* (PL 107-110), the School District of Clear Lake has established and implemented a district-wide salary schedule and will use state and local funds to provide services in Title I program areas, which if taken as a whole are at least comparable to services being provided in areas not receiving funds under this statute. Should all school buildings be designated as project sites, state and local funds will be used to provide services which are substantially comparable in each project building.

It is thus the stated policy of this district to ensure equivalency among schools or grade levels within this district in provision of:

- 1) Teacher, administrators and support personnel
- 2) Curriculum materials and instructional supplies

Documentation verifying compliance with this policy will be updated annually and will be available for the Wisconsin Department of Public Instruction or auditors review upon request.

It is understood that unpredictable changes in enrollment or personnel assignments which occur after the beginning of a school year need not be included as a factor in determining comparability of services.

Legal Ref: No Child Left Behind Act of 2002

Approved: January 12, 2005

ELEMENTARY AND SECONDARY EDUCATION ACT **ACCOUNTABILITY POLICY**

As required by the ESEA – No Child Left Behind Act of 2002, the School District of Clear Lake has taken measures to ensure that the results from the academic assessments required under section 111(b)(3) will be provided to teachers, principals, and other professional staff members, paraprofessionals, researchers, representatives of community groups and non-profit organizations, and parents as soon as possible after the test is taken in an understandable format and, to the extent practical, provided in language that the parents can understand.

The previously mentioned participants will be given multiple opportunities to be involved in the review of the student achievement results and other outcome indicators and the evaluation of the effectiveness of the programs and services funded with ESEA aid.

It is thus the stated policy of this District to ensure that students' achievement results and other outcome indicators and the evaluation of the effectiveness of the programs and services of ESEA are communicated through various vehicles at multiple times throughout the school year. Sharing results and gathering input from various parties will occur through the following opportunities:

- Annual District Report Card
- Title I Annual Review Meeting held in the spring
- Regular School Board Meetings
- Annual Parent – Teacher Conferences
- Annual ESEA Program Plan review
- District Data Analysis Meetings
- Access to the Wisconsin Department of Public Instruction – WINNS
- School District of Clear Lake Newsletter
- School District of Clear Lake Website
- Weekly work assignments and grades on the District web page
- School District Inservices

Legal Ref: No Child Left Behind Act of 2002

Approved: June 13, 2005

PHYSICAL EXAMINATIONS

As a condition of employment, the Board shall require a physical examination, including a chest x-ray or tuberculin test of every school employee of the District, upon their initial employment. Freedom from tuberculosis in a communicable form is a condition of employment.

Employees assigned to the area of Food Services shall have a physical examination each year.

The employee shall have the right to choose a physician and the District will pay the costs up to the present rate charged at the Amery Regional Medical Center.

Legal Ref: Section 118.25(2)(a) Wisconsin State Statutes
Cross Ref: Employee Agreements
Approved: October 22, 2001

ADMINISTRATOR RETIREMENT POLICY

- 1) To become eligible for the retirement benefit in this section:
 - a. An Administrator must serve the District for at least ten (10) years as an Administrator or;
 - b. An Administrator who serves fifteen (15) years in a combination of teacher and administrator roles in the District with at least five (5) years as an Administrator.
- 2) Administrative roles are defined as Superintendent or building Principal.
- 3) The benefit period is for seven (7) years following the date of retirement.
- 4) An eligible Administrator shall receive the amount of the family health insurance premium for the month following his/her retirement date as a monthly stipend. This amount will be frozen for the length of the retirement benefit.

SUPPORT STAFF RETIREMENT POLICY

Any Aide, Custodian, Secretary, or Bus Driver who has worked for the School District of Clear Lake for a minimum of fifteen years and has reached the age of at least 55 years old is eligible to receive a retirement award equal to 50% of the pay for all accrued sick and vacation leave. This compensation shall be at the pay rate at the time of retirement.

Approved: July 11, 2005

ANTI-STRIKE POLICY

Any employee who participates in a strike, work stoppage, or partial work stoppage, or any employee who interferes with or coerces any employee who exercised or exercises his/her right not to participate in such conduct or retaliate against any person who has not or does not participate in such conduct, shall be subject to discipline, including termination.

Cross Ref: Employee Agreements
Approved: October 22, 2001

POSITION POSTING POLICY

It shall be the policy of the School District of Clear Lake to post all available employment positions for a minimum of two weeks. The postings shall be placed in the Amery Free Press, Clear Lake Post Office, F&M Bank, and in each school building. In addition, all postings for professional employees shall be sent to the appropriate universities and placement services.

Exceptions to this policy may be made under unusual and emergency circumstances with written permission of the District Administrator.

Cross Ref: Employee Agreements

Approved: October 22, 2001

School District of Clear Lake
Employee Technology Acceptable Use
And Internet Safety Policy

The School District of Clear Lake provides staff with access to the Internet for the purpose of fulfilling the District's mission of teaching, learning and public service operations. Uses are to be related to the academic programs or operations of the District.

This document is meant to be a document in progress and not comprehensive. The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology at the district. All users of computers/technology devices at all district building locations should be familiar with the document. In addition, other rules governing the use of computers may exist in specific areas of the district.

We are fortunate to have access to computers, online services, the Internet and other various forms of technology and connectivity. It is assumed that all employees will use computers in an ethical, responsible manner. Guidelines concerning appropriate usage follow.

A. General rules:

1. Since all computer equipment is inventoried and assigned to a particular location, Building Administrators and the I/T Director must approve removal to different locations in advance.
2. The purposeful introduction of computer viruses or malicious activity of any type to any computers will result in disciplinary action.
3. Computer hardware may not be exchanged, moved or tampered with in any way.
4. Laptops, PDAs, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines:
 - a) Electronic devices are provided to employees to support education. In the event that an employee feels a need to bring in a privately-owned device, the district retains the right to search that device including but not limited to the hard drive, contents of the hard drive, files, removable media, connected devices, or any electronic devices contained therein.
 - b) Permission to bring in electronic devices must be obtained in advance by Administration and the I/T Director. The school is not responsible for lost/stolen/damaged devices
 - d) Connecting non-district equipment to the district network is not allowed at any time without permission from the I/T Director and Administration.
 - e) All guidelines for appropriate use must be adhered to, including but not limited to: the express prohibition of viewing of offensive material, hate mail, discriminating remarks, obscene or pornographic material, and obscene, harassing, racist, sexist, or abusive language.

B. General rules on safe and ethical use of online services:

1. Use of computing equipment, network access, email and Internet will be used to support the school curriculum, the educational community, communication, and research for school students, teachers and administrators in a manner consistent with Board policies, appropriate for School District Staff and Student Code of Conduct and applicable statutes of the Wisconsin Criminal Code. Personal use should be on a limited basis, during a person's break/free time, and not interfere with a person's responsibilities and in accordance with all laws, Board Policies and handbooks.
2. **All email accounts are owned by the School District of Clear Lake and are therefore not private. The District retains the right to review, audit, intercept, access, archive, and disclose all messages created, received or sent over the network and electronic mail system as necessary. This includes but is not limited to emails, instant messaging, blogging, and other forms of electronic communication. Messages created or received may be subject to an open records request.**
3. **The School District reserves the right to access all files and information stored on technology equipment owned by the district or operated in the district. This includes any personal devices of technology brought in to the district. All stored files and information may be subject to an open records request.**
4. **An employee engaging in unacceptable uses of the Internet when off school district premises and without the use of the school district system may be in violation of this policy as well as other school district policies. In situations when the school district receives a report of an unacceptable use originating from a nonschool computer or resource, the school district may investigate such reports to the best of its ability.**
5. No viewing of offensive material, hate mail, discriminating remarks or obscene or pornographic material is allowed at the District.
6. Staff may not use any form of obscene, harassing, racist, sexist or abusive language on-line.
7. Staff may not use the Internet and/or email for personal financial gain.
8. Staff shall be aware of and comply with State and Federal laws regarding the confidentiality of student information.
9. Staff shall be aware of and understand the Student Acceptable Use and Internet Safety Policy.
10. Staff will not at any time leave a student unattended in any location that has the ability to connect to the Internet as part of the monitoring component of federal (CIPA) laws.
11. The Administration reserves the right to close an account at any time.
12. The Administration may request the I/T Director to deny, revoke or suspend specific user's access for information-related abuses.
13. The School District of Clear Lake makes no warranties of any kind, whether expressed or implied, for the computer service they are providing.

C. General rules on using software at the schools:

1. Unauthorized copying of software, media, and/or digital content is illegal and prohibited at the School District of Clear Lake. The license of the software will specify the number of computers on which the software may be installed; this agreement must be strictly adhered to.
2. Software must be used as intended and may not be deleted or altered.
3. The illegal downloading of copyrighted software or digital media/content is prohibited.
4. Software may not be copied from any computer or copied/installed onto any computer except with the express prior permission of the Technology Department. Federal copyright laws protect software and infringement of these laws is illegal.

D. General rules on safe and ethical use of Local Area Networks:

1. Students, faculty, staff and administrators should keep passwords private and never reveal them to anyone. Passwords should be changed immediately if there is any reason to believe that your current password is no longer secure. Contact the I/T Director or Tech Coordinator.
2. All staff should always log-off or shutdown computers when they are finished using the network. In addition, staff should never leave a computer logged on to the network unattended even for a moment.
3. Access to the network is password protected. Passwords are assigned by the Technology Department and may not be changed without prior approval.
4. The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords that belong to other users, or misrepresent other users or them on the network.

Violation of this policy will result in appropriate disciplinary action which may include a verbal or written reprimand, suspension with or without pay or dismissal. Violations of laws will be turned over to the proper authorities.

I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection I hereby release the School District of Clear Lake and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

I am aware of and understand the School District of Clear Lake Staff Acceptable Use and Internet Safety Policy.

Signature

Date

PUBLIC RECORDS NOTICE

The District Administrator shall act as legal custodian for the School Board, Administration, and staff of the School District of Clear Lake.

Dates and Places at Which Public Records May Be Obtained

The public may obtain information and access to records by making requests either in writing or in person to District Administrator, 1101 Third Street SW, Clear Lake, WI 54005, during regular office hours. Regular office hours are between 8:00 am and 4:30 pm, Monday through Friday, holidays excluded.

If the District Administrator is not present, information and access to records may be obtained from the Elementary Principal or 7-12 Principal, who are authorized to act as legal custodian in the District Administrator's absence.

Costs

A fee will be imposed upon the requester for the actual, necessary and direct cost of:

- 1) Reproducing and transcription of the record, including any required costs to notify the person who is the subject of the record that is being requested;
- 2) Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
- 3) Mailing or shipping of any record or photograph to the requester; and
- 4) Salary and benefit costs of the time spent by the employee(s) compiling, copying, and sending the information to the requester.

Fees for photocopying shall be \$0.25 per page. Prepayment will be required for all requests.

The requester will be notified of the estimated cost of complying with the request before the costs are incurred.

**INTERAGENCY AGREEMENT REGARDING PUPIL RECORD
CONFIDENTIALITY AND EXCHANGE OF INFORMATION**

This agreement is entered into between the School District of Clear Lake and the Clear Lake Police Department for the purposes of sharing information as governed by 2003 Wisconsin Act 292.

This law:

- Amends the state pupil records law to provide that records created and maintained by a law enforcement unit of a school district are NOT treated as pupil records for confidentiality purposes. School boards shall treat such records as law enforcement records of juveniles.
- Allows a school board to disclose pupil records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.
- Allows a school board to disclose pupil records to a law enforcement agency, district attorney, private school, or another school board for the purpose of providing services to the pupil before adjudication if the disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies that the records will not be further disclosed.
- Defines “record” for purposes of the state pupil records law and any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved.
- Permits a law enforcement agency to provide to a school district administrator, and administrator of a private school, or a designee of such an administrator, any information in its records relating to an act for which a juvenile enrolled in the school district or private school was taken into custody based on the law enforcement officer’s reasonable belief that the juvenile was committing or had committed a violation of any state or federal criminal law.
- Permits a law enforcement agency or social welfare agency to enter into an interagency agreement with a school board, a private school, or another law enforcement agency or social welfare agency providing for routine disclosure of information to the school board, private school, or other law enforcement agency or social welfare agency.
- Establishes an alternative court procedure applicable to school officials seeking information in a juvenile’s law enforcement records relating to the use, possession, or distribution of alcohol or drugs by the juvenile; the illegal possession of a dangerous weapon by the juvenile; whether the juvenile was taken into custody upon the belief that the juvenile was committing or committed a violation of state or federal criminal law; or acts for which a juvenile was an adjudicated delinquent.

The parties named above enter into this Interagency Agreement for the purposes of sharing information per 2003 Wisconsin Act 292. This agreement is in effect for both parties until such time that it is revoked by either party.

For the School District:

Signature

Position

Date

For the Agency:

Signature

Position

Date

SERIES 600: FISCAL MANAGEMENT

625	Fixed Asset Minimum
626	Long-Outstanding Checks
628	Retention and Disposal of School Records
653	Complimentary Passes

FIXED ASSET MINIMUM

The minimum purchase price of any fixed asset must be at least \$1,000 to be included on the Fixed Asset Report.

Adopted:

Long-Outstanding Checks

The Business Office shall write off all out-standing (more than one(1) year old) bank account checks. The Business Office shall contact vendors if possible to verify the status of long-outstanding checks prior to disposition. The minimum check amount for which contact will be made is \$50.00.

Approved: August 25, 2008

District Fund Balance

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Purpose

The purpose of this policy is to establish a key element of the financial stability of the School District of Clear Lake by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the School district of Clear Lake maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance provides cash flow liquidity for the District's general operations. The School District of Clear Lake also seeks to maintain the highest possible credit ratings which are dependent, in part, on the maintenance of a healthy fund balance.

Definitions

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- 1) **Nonspendable fund balance** – includes amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- 2) **Restricted fund balance** – includes amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or enabling legislation.
- 3) **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
- 4) **Assigned fund balance** – comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Policy

Committed Fund Balance

- The School district of Clear Lake Board is the District's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board at a District Board meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned Fund Balance

- The School district of Clear Lake Board has authorized the District's Superintendent and Business Bookkeeper as the officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

The Board of Education recognizes a need to carry an operating reserve to provide adequate cash flow and serve as a safeguard against unanticipated expenditures and unrealized revenues. To that end, the Board has determined that fund balance should be sufficient to preclude the need for short term borrowing. Any excess revenue over expenditures in a given year will be added to the operating reserve.

Whereas these funds are unallocated, it is prudent to protect the use of such funds. Therefore, to provide the best fiscal management of the operating reserve, it will be required that appropriation for expenditure from this reserve be adopted by at least a majority of the board.

The Board of Education will, annually, review the status of the operating reserve following the audit of the district's financial statements.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the District Board, and unassigned fund balance), the District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

LEGAL REFERENCE: Wisconsin Statute 65.90

CROSS REFERENCE: Governmental Accounting Standards Board (GASB)
GASB Statement No. 54 – Fund Balance Reporting
and
Governmental Fund Type Definition

Approved: April 22, 2013

RETENTION/DISPOSAL OF SCHOOL DISTRICT RECORDS

The Clear Lake School District adopts the Wisconsin Records Retention Schedule for School District in dealing with decisions regarding the maintenance of public records. This schedule provides recommended retention periods for records common to all school districts, denotes records of historical significance and outlines a process for the orderly transfer of records to the State Historical Society.

Legal Reference: Wisconsin State Statutes 16.61 (3)
19.21
118.125
120.13 (12)

Cross Reference: Wisconsin Records Retention Schedule for School Districts issued by Wisconsin Department of Public Instruction.

Approved: August 25, 2008

COMPLIMENTARY PASSES

The School District of Clear Lake Board of Education in recognition of the support that senior citizens have provided the District and that senior citizens often live on a fixed income offers all citizens of the District age 62 or older a complimentary pass to athletic events.

Approved: October 22, 2001

SERIES 700: SUPPORT SERVICES

724	Safe Schools Plan
731	Locker Room Privacy
753	Community Use of Scholl Transportation
760	Food Service Management
763	School Lunch Outstanding Balance Payment Policy
768	Wellness Policy
771	Copy Machine Charges
773	Use of Copyrighted Materials

SAFE SCHOOLS PLAN

The Board of Education for the School District of Clear Lake directs administration to develop a Safe Schools Plan and update it on a yearly basis. The plan is to be approved by the Board and the Board is to be informed of updates to the plan.

Legal Ref: Sections 120.12(26), 121.02(1)(i) Wisconsin State Statutes

Cross Ref: School Safety Plans

Approved: October 22, 2001

LOCKER ROOM PRIVACY

The School District of Clear Lake shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- (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 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 or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

Legal Reference: 2007 Wisconsin Act 118

Approved September 8, 2008

SECURITY CAMERAS IN SCHOOL

It is the policy of the School District of Clear Lake to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Security cameras installed on school property shall be used to promote the order, safety and security of students, staff, visitors and property. School officials shall use security cameras to investigate conduct or materials harmful to the health and safety of students, school personnel, visitors or property.

Signs indicating security camera usage will be posted. Cameras will be placed only in public areas such as hallways, classrooms, parking lots, entrances and athletic areas. Cameras shall not be used in areas such as restrooms and locker rooms.

Only individuals authorized by the District Administrator or Building Principal may view surveillance recordings. The District reserves the right to provide copies of recordings to law enforcement agencies in compliance with appropriate state and federal laws. Disciplinary action may be taken with students/employees based on a video documentation in accordance with Board policy on student/employee conduct. The isolated segment of the video that documents the incident may be viewed by the identified student(s) and/or his/her parents/guardians. The school Administrator(s) will view the video with the student(s) and/or parents/guardians and document the date and names of all individuals viewing the video. Should surveillance recordings become part of a student's disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.

Subject to the requirements of the Wisconsin Public Records Law and applicable state and federal laws relating to other confidentiality of student records, the video will not be available for viewing by the public in general, the media, or other individuals. The Superintendent or his/her designee may authorize individuals such as a Guidance Counselor, School Psychologist, or Social Worker to view segments of a specific video if such individuals are working with the student(s) because of a behavioral, emotional, or learning problem and viewing video is beneficial to their role in assisting the student(s). A log will be kept of the date and names of the individuals viewing the video.

The School District shall include this policy in the student and staff handbooks that are distributed annually.

Approved: July 27, 2009

USE OF VIDEO MONITORING SYSTEMS ON SCHOOL BUSES

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

Parents/guardians will be notified once a year that video cameras are being used on the buses, and a sign will be placed at the front of each bus indicating that video cameras may be present. Such notification will be included with distribution of bus rider information sent to each household. Monitoring devices shall be rotated among buses and in complete confidentiality. Administrators, Transportation Director, or individual Drivers may request that a video camera be on a specific bus on designated dates.

Only individuals authorized by the District Administrator, Building Principal or Transportation Director may view surveillance recordings. The District reserves the right to provide copies of recordings to law enforcement agencies in compliance with appropriate state and federal laws. Disciplinary action may be taken with students/employees based on a video documentation in accordance with Board policy on student/employee conduct. The isolated segment of the video that documents the incident may be viewed by the identified student(s) and/or his/her parents/guardians. The school Administrator(s) will view the video with the student(s) and/or parents/guardians and document the date and names of all individuals viewing the video. Should surveillance recordings become part of a student's disciplinary action, they become part of that student's record and shall be dealt with consistent with the district's student records policy and procedures.

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If there are not reported bus problems pertaining to the date a video was recorded, the School District will allow the recording to be erased after ten school days.

Approved: July 27, 2009

COMMUNITY USE OF SCHOOL TRANSPORTATION

The School District of Clear Lake will allow their busses to be rented to non-school groups, whose majority of members lives within the District. The group must make application to the District Administrator and the current cost/mile for bus operation will be assessed. Groups that wish to travel more than 150 miles beyond the radius of Clear Lake must have their request approved by the board. A licensed driver assigned by the District will operate the busses.

Legal Ref: Section 120.13(27) Wisconsin State Statutes

Approved: October 22, 2001

FOOD SERVICE MANAGEMENT

The school lunch program is an integral part of the total education program, and as such shall be governed by the same principles and type of control as any other division of the District.

The School District of Clear Lake shall provide lunches through participation in the National School Lunch Program. The District Administrator shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such child nutrition programs.

As required for participation in the National School Lunch Program, the District agrees to the following:

- That a school lunch meeting the federal regulations be made available for all students.
- That free and reduced lunch prices be offered to eligible students who apply and who meet the federal income guideline.

The District Administrator is responsible for the management of the school lunch program, including the purchase of food and materials. The District Administrator may delegate specific duties in relation to the food service programs to the Food Service Supervisor.

The District may also participate in the Food Distribution Program, the School Breakfast Program, Elderly Lunch Program and the nutrition education and training program.

Food services programs shall be reviewed annually.

The School District of Clear Lake shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: WSS 115.34, 115.345, 118.13, 121.10(16), 120.13(6)&(10),
PI 9.03(1) of the Wisconsin Administrative Code

Cross Ref: 411-Rule Student Discrimination Complaint Procedures

Approved: October 22, 2001

SCHOOL FOOD-SERVICE
POLICY

Food service accounts are required to maintain a positive balance. In the event that a food service account reaches a negative balance the following procedure will be followed.

Grades 4K-6 – Students coming through the food service line shall pay the daily rate or they will be offered a peanut butter sandwich and a carton of milk for lunch up to three days.

Grades 7-12 – Students coming through the food service line shall pay the daily rate or be refused service. This refusal of service shall continue until the account has a positive balance.

The ability to pay shall not be a deterrent to participation in the lunch program. Low-income parents can qualify for free or reduced prices.

Approved: July 12, 2009

Wellness Policy

Rationale:

This policy has been developed to meet both the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, and to support the school district's desire to have a positive impact on student learning and health. Good nutrition habits have a direct impact on a child's development, health, well being and potential for learning. Students must also attend school with minds and bodies that are fully ready to take advantage of their learning environment. This district-wide wellness policy encourages all members of the school community to create an environment that supports physical activity and healthy eating habits.

District Nutrition Procedures:

Hot Lunch Program:

- The full meal program will follow the U.S. Government's Nutritional Standards.
- Water will be available during mealtimes, at least through water fountains.
- Efforts will be made to provide a variety of fruits and non-fried vegetables (fresh, canned, frozen, and dried) and whole-grain options where budget allows.
- The district will not provide separate 'a la carte' lunch choices.

Food Brought from Home:

- Parents will be encouraged to provide healthy bag lunches.
- Parents will be encouraged to provide healthy classroom snacks for parties or celebrations which take place during the school day. It is recommended that these items be prepackaged.

Lunchroom Climate:

- The district will work to provide students with a relaxed, enjoyable lunchroom environment.
- The district will provide adequate time for meals.
(The American Food Service Association recommends at least 20 minutes for lunch from the time students are seated.)
- Students will have convenient access to hand washing facilities before meals.
- The district will work to provide each student with adequate space and pleasant surroundings.
- Lunch will be served as near as possible to noon recess.

Vending Machines:

- Vending machines which sell soda pop, candy or other 'junk foods' will not be available to students during the school day.

- Vending machines will provide nutritional choices which are low in fat, sugar or other sweeteners, and artificial ingredients.

Fundraising:

- All food-related fundraising projects are encouraged to follow the District Nutrition Standards.
- Fundraising projects which do not follow the District Nutrition Standards should not be sold during the school day.

Student Incentives:

- Teachers will be encouraged to give non-food rewards.
- When food rewards are used, they should meet the District Nutrition Standards.
- Soda pop will not be given during the school day as a part of any reward.

Water Consumption:

- Staff members should encourage students to consume water throughout the day, especially on hot days or during physical activity.

District Nutrition Standards:

The school district encourages the sale or distribution of healthy, nutrient-rich foods for all school events or activities. In an effort to support the consumption of healthy food in the school setting, the district has adopted the following nutritional standards governing the sale of food, beverages and candy on school grounds.

In order to comply with the district nutrition standards, it is recommended that food and beverages meet the following standards:

Beverages

- Non-carbonated or sparkling water containing no calories, but may contain natural flavoring or non-nutritive sweeteners.
- Reduced fat (2%), Low fat (1%) and non-fat (skim) milk, including flavored milk.
- 100% fruit juices
- Fruit-based drinks containing at least 50% fruit juice.
- Electrolyte replacement beverages.
- In all cases, single serving sizes will be featured when possible.

Food

- Foods with no more than 35% of total calories from fat.
- Foods with no more than 10% of total calories from saturated fat.
- Foods that do not have sugar (sugar has many names) listed as the first ingredient.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of heart-healthy fat.

- In all cases, single serving sizes will be featured when possible.

In rare occasions when the principal allows a school group to deviate from these guidelines, groups should be encouraged to consume nutrient-dense foods (i.e. whole grains, fresh fruits, nuts seeds and vegetables) and avoid Foods of Nutritionally Minimal Value, such as candies, chewing gum, water ices, soda, and candy-coated popcorn.

District Nutrition Education:

In addition to the required nutrition curriculum, all staff will be encouraged to integrate nutritional themes into lessons where appropriate, emphasizing the benefits of good nutrition. These themes include but are not limited to:

- Knowledge of food guide pyramid
- Healthy heart choices
- Sources and variety of foods
- Healthy breakfast
- Diet and disease
- Understanding calories
- Healthy snacks
- Guide to a healthier diet
- Food labels
- Major Nutrients
- Multicultural influences
- Serving sizes
- Proper sanitation
- Identifying and limiting junk food

Students should receive consistent nutrition messages throughout the classroom, cafeteria and school.

District Physical Activity Standards:

It is the school district's goal to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to develop a pattern of lifelong physical fitness, to regularly participate in physical activity, and to understand both the short-term and long-term benefits of a physically active lifestyle.

The district will make its best effort to meet the following physical activity goals:

Daily Physical Activity K-6

- All students in grades K-6, including those with disabilities and special health-care needs, will receive the equivalent of 300 minutes of physical activity per week. This includes, on average, 100 minutes of physical education per week and 40 minutes of recess per day.
- Student involvement in other activities requiring physical activity (i.e. community recreation programs) will be encouraged.
- A certified physical education teacher will teach all physical education classes.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Daily Physical Activity 7-8

- All students in grades 7-8, including those with disabilities and special health-care needs, will receive on average, 220 minutes of physical education per week.
- All students in grades 7-8 will receive an activity break averaging 15 minutes following lunch each day.
- Student involvement in other activities requiring physical activity (i.e. community recreation programs) will be encouraged.
- A certified physical education teacher will teach all physical education classes.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Daily Physical Activity 9-11

- All students in grade 9-11, including those with disabilities and special health-care needs, will receive on average, 112 minutes of physical education per week **OR** 220 minutes of physical education per week for one semester.
- All students in grade 9-11 will receive an activity break averaging 15 minutes following lunch each day.
- Student involvement in other activities requiring physical activity (i.e. community recreation programs) will be encouraged.
- A certified physical education teacher will teach all physical education classes.
- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Physical Activity Outside of School

- The district will offer extracurricular physical activity and sports programs throughout the school year.
- The district will cooperate with community groups that provide physical activity for K-12 students. These programs should meet the needs, interests and abilities of all students, including both boys and girls and students with disabilities and special health-care needs.
- Students will be encouraged to walk or bike to school

Approved: June 26, 2006

COPY MACHINE CHARGES

The charge for making copies for personal use will be \$.25 for the first copy and \$.10 for each additional copy.

USE OF COPYRIGHTED MATERIALS

The School District of Clear Lake recognizes intellectual property rights and strives to fulfill its moral and legal obligations with respect to the use of copyright-protected works.

District employees and students will be expected to adhere to provisions of the federal copyright law and all acts and amendments to the law. No District employee or student may reproduce any copyrighted work in print, video or digital form in violation of the copyright law, or direct others to directly violate the law. Illegal copies of copyrighted materials may not be made or used on school equipment. Copying of copyrighted materials in lieu of purchasing those materials is also prohibited. Persons who violate the copyright law shall be liable for their own actions, except as otherwise provided by law.

The District shall provide instructional guidance and materials to staff during in-service training on copyright guidelines and the "fair use" of materials. The District shall also provide instruction to students regarding copyright rules and plagiarism. The ethical and practical problems caused by copyright violations will be taught in all schools in the District.

The District Administrator and the Principal of each school shall be responsible for establishing procedures that will implement this policy at the school level.

LEGAL REF.: Section 943.70 Wisconsin Statutes

Federal Copyright Law (17 U.S.C.)

Technology Education and Copyright Harmonization Act (TEACH Act)

Cross Ref.: 773 – Rule, Use of Copyrighted Materials

361 Selection of Instructional Materials

363 Interlibrary Loan of Materials

Use of District Computer Systems (Acceptable Use)

APPROVED: November 26, 2007

SERIES 800: SCHOOL – COMMUNITY RELATIONS

823	Access to Public Records
830	Community Use of District Facilities
830 – Rule	Community Use of School Facilities Regulations
833	Weapons on School Premises
840	Public Gifts to the School District
840.5	Memorial Donation Policy
871	Handling Complaints about Instructional Materials

ACCESS TO PUBLIC RECORDS

The School District of Clear Lake Board of Education shall allow persons to have access to District records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any District authority, and the Elementary Principal and 7-12 Principal are designated as deputy custodians in their respective schools. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied, and/or abstracted at any time during established District Office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the District Office.

A public records notice shall be displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

Legal Ref: Subchapter II of Chapter 19 WSS 120.13 (28)

Approved: October 22, 2001

COMMUNITY USE OF DISTRICT FACILITIES

General

Community groups shall be permitted and encouraged to use District facilities for worthwhile purposes when schedules will not interfere with the school program. All arrangements shall be subject to the below procedures.

Granting Approval

The building Principal and/or District Administrator are authorized to approve and schedule the use of District facilities by non-school, non-profit organizations for whose activity no admission is charged.

The Board reserves the authority to approve the use of District facilities by non-school organizations/individuals for private gain or use.

Not For Private Gain

The use of District facilities by non-profit organizations and educational groups shall not be charged a user fee if the time of use is during hours when:

1. An employee is on duty
2. The group is supervised by adults
3. The activity does not conflict with school functions.

The Building Principal may authorize a responsible adult to sign out a key to use the facility at a time when a custodian is not on duty. The adult who signs out the key must be in attendance at all times and is responsible for the care of the building, the supervision of all of the people using the facility, and the clean-up. If any District person must spend time cleaning after the event, the adult/organization will be charged at the employee's hourly compensation rate.

Priority of use will be given to school functions and then to youth groups such as boy scouts, girl scouts, 4-H clubs, Basketball and Wrestling Clubs. Organizations shall provide adequate adult supervision and shall be held liable for any damages that occur.

For Private Gain

The use of District facilities by any organization/individuals operated for private gain or use, for any purpose involving private gain or use, shall be approved only when:

1. A worthy educational, civic, or charitable purpose shall be served,
2. A substantial group in the community will be benefited,
3. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Private gain shall be defined as any time admission is charged, a fee for participation is charged or concessions are sold. Use of District facilities for private gain shall be charged the appropriate fees from the fee schedule.

Legal Ref: Sections 120.12(9), (20), 120.13(17), (19), (21) Wisconsin State Statutes

Cross Ref: 830-Rule Community use of Facilities Regulations

Approved: October 22, 2001

COMMUNITY USE OF SCHOOL FACILITITES REGULATIONS

1. All requests for the use of facilities by any outside organization/individual are to be made to building Principal or District Administrator.
2. Rental Costs:
 - A. Youth Groups and Recreation \$10 plus custodial costs
 - B. Groups under 150 people \$25 plus custodial costs
 - C. Groups over 150 people \$50 plus custodial costs
 - D. Kitchen & Cafeteria \$25 plus one cook cost
3. Use of the facility by community members is for the residents of the School District of Clear Lake. Exceptions to this can be requested of the District Administrator.
4. User shall ensure that no unauthorized third party will be permitted to use the facility or any portion thereof.
5. User shall ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin or handicapping condition.
6. User shall ensure that the representative specified in the agreement is present at the scheduled event.
7. User shall ensure that prior approval is received before signs, banners and pennants are erected, and that they do not deface school property.
8. User shall ensure that children will be supervised. Provide the required number of adult chaperones for children. A ratio of 1:10 to 1:25 is appropriate depending on the activity.
9. User shall ensure that the number of attending does not exceed the authorized capacity.
10. User shall ensure that the participants' vehicles will be properly parked.
11. User shall ensure that participants are in only in the requested area.
12. Food and beverage only in areas where allowed and only after having received written permission.
13. User shall ensure that activities are orderly and lawful.
14. User shall ensure that use of tobacco products is not allowed in buildings or on the grounds.
15. User shall ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
16. User shall ensure that animals are not permitted inside of the school buildings, with the exception of those animals used to aid the handicapped.

17. User shall leave the building neat and orderly.
18. User shall observe the time limits that were agreed upon.
19. User shall ensure reimbursement for the cost of damages occurring during use.
20. User shall agree to hold harmless and indemnify the Board of Education with respect to any claim of loss, injury or damage because of the negligence of the user or user's group or agents, including damage to property of the school or property for which the school is liable.
21. User shall comply with the safety regulations of the Board of Education.
22. User shall comply with all federal, state and local laws, regulations and licensing requirements.
23. Other stipulations as established by the District.
24. Groups or individuals may be restricted from use of the school facilities at the discretion of the building Principal, District Administrator, or the Board of Education.

Approved: October 22, 2001

WEAPONS ON SCHOOL PREMISES

No person 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. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the state statutes, unless jurisdiction is waived. Students of the School District of Clear Lake must be aware of the fact that such acts of misconduct will not be tolerated.

A dangerous weapon or look alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, chains, or any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the District Administrator/designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The Building Principal will also report confiscation of weapons to the police.

A dangerous weapon(s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the Building Principal and will include suspension, referral to law enforcement authorities, and referral for expulsion. The District Administrator will hold a pre-expulsion conference and a recommendation for expulsion will be presented to the Board of Education if the facts in the situation indicate that the health and safety of students or faculty have been endangered.

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 facilities may be permitted.

Legal Ref: Sections 120.13(1)(bm), (c)2m, (e)2 and (g), 948.60, 948.605, 948.61
Wisconsin State Statutes, Guns Free Schools Act of 1994

Approved: October 22, 2001

PUBLIC GIFTS TO THE SCHOOL DISTRICT

The School District of Clear Lake Board of Education may accept and use any bequest of gift of money or property for a purpose deemed by the Board to be consistent with District goals. Equipment and materials purchased for or donated to the District by agencies or organizations outside of the District must have approval of the Board.

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

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

Legal Ref: WSS 118.13, 118.27, PI 9.03 of the Wisconsin
Administrative Code

Cross Ref: 411-Rule Student Discrimination Complaint Procedures

Approved: October 22, 2001

MEMORIAL DONATION POLICY

Memorial donations to the School District of Clear Lake will be accepted under the following circumstances:

- 1) Cash and /or securities designated to specific buildings, departments, subject areas, or scholarships
- 2) Living plants to be planted at locations on District property designated by the Board
 - Additional markers must be no larger than 8" X 12" and buried level with the ground

The Board of Education reserves the right to approve the memorial, relocate the memorial, or remove any memorial or memorial plaque.

Approved: October 22, 2001

HANDLING COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

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

When citizens have concerns about particular instructional materials, these concerns should be presented to the building principal in accordance with established procedures. If a citizen is not satisfied with the administrative decision regarding the instructional materials in question; he/she may submit the concern to the Board for consideration.

The School District of Clear Lake shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: WSS 118.13, 121.02(1)(h), PI 9.03(1) of the Wisconsin Administrative Code

Cross Ref: 411-Rule Student Discrimination Complaint Procedures

Approved: October 22, 2001