

**SCHOOL BOARD OF EDUCATION MEETING**  
**MONDAY, DECEMBER 14, 2015**  
**SCHOOL DISTRICT OF PITTSVILLE**

**OFFICIAL SCHOOL BOARD OF EDUCATION MINUTES**

**I. Call to Order**

A regular monthly meeting of the Pittsville School Board of Education was held on Monday, December 14, 2015 at 7:00 pm in the High School IMC. The meeting was called to order by President Hoogesteger.

**II. Establish Quorum**

Members present: Jane Wesely, Robert Wolff, Mandy Hoogesteger, Dick Koeshall, and Kevin Zogleman. Administration present: Paul Vine, Interim Superintendent: Mark Weddig, High School Principal; Heather Friday, Elementary Principal.

**III. Meeting Notice Certification**

Meeting notice was posted on the doors at the Elementary School, High School, and Administration area and meeting notice was sent to the official newspaper, the *Wisconsin Rapids Daily Tribune* and also to the *Marshfield News Herald* and the *Pittsville Record*.

**IV. Approval of Agenda**

Motion was made by Jane Wesely, seconded by Bob Wolff, to approve the agenda for the December 14, 2015 meeting of the Pittsville School Board of Education. Motion carried (5-0).

**V. Public Comments – No public comments.**

**VI. Consent Agenda Items**

- A. Minutes of the Regular Meeting on November 9, 2015
- B. Minutes of Special Board Meeting on November 18, 2015
- C. Review General Fund Invoices
- D. Financial Status – P Tesch reviewed unassigned fund balance

Motion was made by Bob Wolff, seconded by Dick Koeshall, to approve items on the Consent Agenda. Motion carried (5-0).

**VII. Celebrations**

- A. Thank You for Donation of \$16,000 for New Wrestling Mats** – The Board presented a plaque to Wrestling Boosters Club representatives Hondo Damman, Michelle Kauth, Lisa Parker, and Kim Damman for the \$16,000 donation.
- B. Teacher's Outdoor Environmental Education Fund Grant of \$750** – Mr. Weddig wrote a grant to the National Resources Foundations for Teacher Outdoor Environmental Education Fund. The award will be used to enhance curriculum used by elementary teachers.

**VIII. Discussion**

- A. 2014-2015 District Financial Audit** – Jon Trautman, Schenck and Associates, reviewed the audit findings of the 2014-2015 budget.
- B. Butterfly Garden Proposal/Request** – Maddy Hensel, 5<sup>th</sup> Grader, and her mom Paula, gave an overview of the proposal to install a butterfly garden in the island by the elementary school. The Board wanted to have an agreement regarding future maintenance and ultimate control of area, a plan/3D model of area. Item will be placed on the January 10 Board agenda.
- C. School Security Updates** – Item will be placed on January agenda for possible action.
- D. Art Club Advisor Addition to Employee**

Motion was made by Bob Wolff, seconded by Kevin Zogleman, to approve the addition of Art Club Advisor as a paid position in the Employee Handbook at \$880.00 per year. Motion carried (5-0).

- E. First Reading of New Policy 353.1: School Volunteers**
- F. First Reading of Revisions to Policy 423: Open Enrollment Policy**
- G. First Reading of New Policy 411: Equal Education Opportunities and Nondiscrimination**
- H. First Reading of New Policy 673: Payment Procedures (Other Than Salaries and Wages)**
- I. First Reading of Revisions to Policy 752: Transportation of Students in Private Vehicles**  
All Policies were approved for second reading at the January Board Meeting as discussed.
- J. District Insurance Committee Update** – The district is initiation a committee to review district insurance options. It is open to any staff, board member. The first meeting will be held on Wednesday, January 27<sup>th</sup>.
- K. District Employee Compensation Committee Update** – Information only.
- L. Superintendent Search Update and Next Steps** – Discussion only.

**IX. Action**

**A. Update on School Signage Recommendation**

Motion was made by Bob Wolff, seconded by Jane Wesely, to approve replacing the sign in front of the high school. The Board approved the bid (3 bids received) from Graphic House for \$12,834.00. Motion carried (5-0).

**B. 2016-2017 Carl Perkins CESA 5 Consortium Agreement**

Motion was made by Kevin Zogleman, seconded by Bob Wolff, to approve the 2016-2017 Carl Perkins CESA 5 Consortium Agreement. Motion carried (5-0).

**X. Reports**

- A. High School Principal** – Mr. Weddig gave an overview of the solar panel project and the distance learning lab.
- B. Elementary Principal** – The Christmas Shop raised \$650.00 which was donated to the Local Food Pantry. Mrs. Friday is sponsoring a holiday luncheon. The elementary is working on RTi and PBIS. STAR Testing begins in January.

**XI. Information**

- A. Board, Teacher, Administration Meeting Summary** – December 3, 2015
- B. Teacher, Administration Representative Meeting** – Thursday, January TBD, 2016
- C. Thank you from Wisconsin High Ground**

**XII. Adjourn**

Motion was made by Bob Wolff, seconded by Jane Wesely, to adjourn at 9:30 p.m. Motion carried (5-0).

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*Jane Wesely, School Board Clerk*

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	203,000.91	1,059.13	83,463.82	287,523.86
21	Special Projects Fund	-5,170.55	2,500.00	2,670.55	0.00
27	SPECIAL EDUCATION FUND	0.00	-3,783.57	3,783.57	0.00
50	FOOD SERVICE FUND	-10,206.66	0.00	10,206.66	0.00
60	Student Activities Fund	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	187,623.70	-224.44	100,124.60	287,523.86

\*\*\*\*\* End of report \*\*\*\*\*

BALANCE SHEET- December 31, 2015 - Fund 10 (Date: 12/2015)

ACCOUNT NUMBER	FUNCTION	December 2015-16		December 2015-16		2015-16	2015-16	Ending
		Balance	Debits	Credits	YR Debits			
Grand Asset Totals		2,425,216.35	1,012,180.73	716,223.58	7,417,821.88	9,408,187.25		537,828.93
Grand Liability Totals		-472,576.79	1,202,504.37	1,225,158.44	8,902,519.86	8,552,186.91		-47,303.93
Grand Equity Totals		-1,953,538.56	548,539.71	821,842.79	6,045,939.38	4,405,007.96		-490,525.00
Grand Totals		-899.00	2,763,224.81	2,763,224.81	22,366,281.12	22,365,382.12		0.00

Number of Accounts: 81

\*\*\*\*\* End of report \*\*\*\*\*

BALANCE SHEET- December 31, 2015 - Fund 27 (Date: 12/2015)

ACCOUNT NUMBER	FUNCTION	2015-16		2015-16		2015-16	Ending Balance
		Beginning Balance	December 2015-16	December 2015-16	2015-16		
			Debits	Credits	YR Debits	YR Credits	
Grand Asset Totals		0.00	62,356.69	62,356.69	311,804.83	319,871.04	0.00
Grand Liability Totals		0.00	77,335.36	85,954.28	598,313.39	611,073.71	-8,618.92
Grand Equity Totals		0.00	99,066.99	90,448.07	447,190.58	426,364.05	8,618.92
Grand Totals		0.00	238,759.04	238,759.04	1,357,308.80	1,357,308.80	0.00

Number of Accounts: 17

\*\*\*\*\* End of report \*\*\*\*\*

ACCOUNT NUMBER	FUNCTION	December 2015-16		December 2015-16		2015-16 YR Credits	2015-16 YR Debits	Ending Balance
		Beginning Balance	Debits	Credits	Debits			
Grand Asset Totals		73,858.45	31,524.53	23,831.48	113,679.06	107,410.53		80,432.98
Grand Equity Totals		-73,858.45	7,576.73	15,269.78	38,456.13	44,724.66		-80,432.98
Grand Totals		0.00	39,101.26	39,101.26	152,135.19	152,135.19		0.00

Number of Accounts: 54

\*\*\*\*\* End of report \*\*\*\*\*

ACCOUNT NUMBER	FUNCTION	Beginning Balance	December 2015-16 Debits	December 2015-16 Credits	2015-16 YR Debits	2015-16 YR Credits	Ending Balance
Grand Asset Totals		35,652.14	19.55	0.00	656.02	30,464.02	5,829.48
Grand Equity Totals		-35,652.14	0.00	19.55	30,492.93	684.93	-5,829.48
Grand Totals		0.00	19.55	19.55	31,148.95	31,148.95	0.00

Number of Accounts: 4

\*\*\*\*\* End of report \*\*\*\*\*

BALANCE SHEET - December 31, 2015 - Fund 49 (Date: 12/2015)

ACCOUNT NUMBER	FUNCTION	December 2015-16		December 2015-16		2015-16		Ending Balance
		Beginning Balance	Debits	Credits	YR Debits	YR Credits		
Grand Asset Totals		1,439,530.10	85,403.66	170,797.05	3,658,582.29	5,054,759.39		43,367.66
Grand Liability Totals		-358,788.10	170,797.05	170,792.66	2,792,226.65	2,433,438.55		-14.66
Grand Equity Totals		-1,080,742.00	170,778.00	85,389.00	1,482,078.72	444,689.72		-43,353.00
Grand Totals		0.00	426,978.71	426,978.71	7,932,887.66	7,932,887.66		0.00

Number of Accounts: 7

\*\*\*\*\* End of report \*\*\*\*\*

ACCOUNT NUMBER	FUNCTION	Beginning Balance	December 2015-16 Debits	December 2015-16 Credits	2015-16 YR Debits	2015-16 YR Credits	Ending Balance
Grand Asset Totals		17,640.31	64,727.94	64,694.99	303,669.53	311,997.01	11,957.51
Grand Liability Totals		-7,185.81	55,154.19	57,225.37	261,064.68	275,623.02	-19,184.90
Grand Equity Totals		-10,454.50	28,031.05	25,992.82	136,931.59	114,045.77	7,227.39
Grand Totals		0.00	147,913.18	147,913.18	701,665.80	701,665.80	0.00

Number of Accounts: 18

\*\*\*\*\* End of report \*\*\*\*\*

ACCOUNT NUMBER	FUNCTION	Beginning Balance	December 2015-16 Debits	December 2015-16 Credits	2015-16 YR Debits	2015-16 YR Credits	Ending Balance
Grand Asset Totals		38,332.56	37,109.14	37,173.23	115,695.30	110,070.52	42,808.59
Grand Liability Totals		-38,332.56	33,599.44	33,535.35	98,317.09	103,941.87	-42,808.59
Grand Equity Totals		0.00	546.30	546.30	11,478.96	11,478.96	0.00
Grand Totals		0.00	71,254.88	71,254.88	225,491.35	225,491.35	0.00

Number of Accounts: 37

\*\*\*\*\* End of report \*\*\*\*\*

BALANCE SHEET- December 31, 2015 - Fund 72 (Date: 12/2015)

ACCOUNT NUMBER	FUNCTION	Beginning Balance	December 2015-16 Debits	December 2015-16 Credits	2015-16 YR Debits	2015-16 YR Credits	Ending Balance
Grand Asset Totals		223,381.42	28.25	0.00	13,464.15	6,471.00	230,374.57
Grand Equity Totals		-223,381.42	0.00	28.25	0.00	6,993.15	-230,374.57
Grand Totals		0.00	28.25	28.25	13,464.15	13,464.15	0.00

Number of Accounts: 9

\*\*\*\*\* End of report \*\*\*\*\*

Fd Func	2014-15		2015-16		2015-16		Encumbered Amount	2015-16 FY %
	FYTD Revised Bdgt	FYTD Activity	FYTD Revised Bdgt	FYTD Activity	Amount	FY %		
Grand Expense Totals	8,491,724.38	3,384,550.91	9,140,367.18	4,525,011.02	20,125.38	51.82		

Number of Accounts: 740

\*\*\*\*\* End of report \*\*\*\*\*

Fd T Loc Obj Func Prj Obj	2014-15 FYTD Revised BdgT	2014-15 FYTD Activity	2015-16 FYTD Revised BdgT	2015-16 FYTD Activity	2015-16 FYTD %
Grand Revenue Totals	4,504,342.50	1,993,839.33	4,720,785.50	1,975,599.96	41.85

Number of Accounts: 45

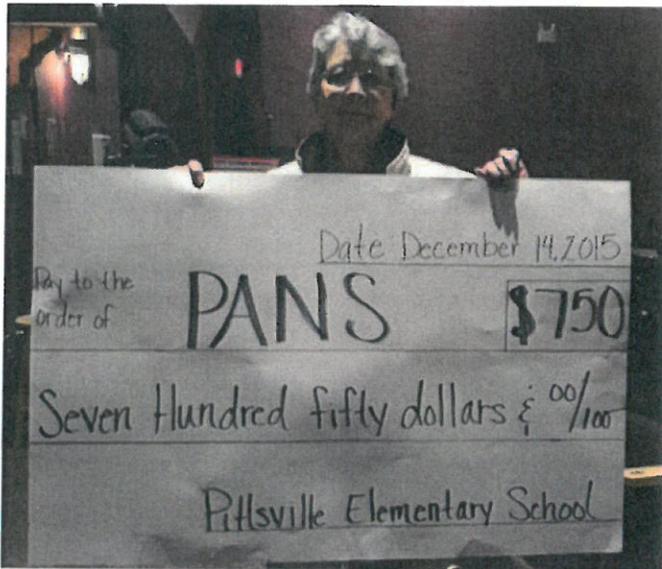
\*\*\*\*\* End of report \*\*\*\*\*

***Tis the Season for Giving: Christmas Shop is a Community Effort***  
**Elementary School Donates \$750 to PANS**

During this holiday season, what started as a small idea from Mr. Klein, 3rd grade teacher, ended up a big success! Staff and teachers at the elementary school shared the message of giving to others. Through donations and purchases within our school Christmas Shop, a donation of \$750 was given to PANS (Pittsville Area Neighborhood Shelf), a food pantry to help families in need.

The Christmas Shop would like to thank all the volunteers who made it a success. The appreciation starts with the community members, staff, and families for donating items from their home. Volunteers organized the shop by placing all the items on tables, preparing the shop to be open for sales. Teachers brought their students in during the week of December 7-11 to purchase affordable gifts for family members. Volunteers wrapped all the gifts for the students before they brought them home to be opened at Christmas time. What a wonderful way to surprise moms, dads, sisters, and brothers!

Shirley Kolar, a volunteer from PANS, accepted the check at an all-school assembly. The students and staff at the school hope the donation helped make the holidays special for area families.



**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **STUDENTS**

### **STUDENT SCHOLARSHIPS AND AWARDS**

#### **TECHNICAL EXCELLENCE SCHOLARSHIP (TES)**

461.1

The following criteria shall be used to select the State of Wisconsin's Technical Excellence Scholarship recipient, awarded each year to a senior student (having completed six semesters of high school), at the beginning of their seventh semester.

#### **1. Eligibility Criteria for Candidates:**

- A. In order to be eligible for nomination to a TES scholarship, a student must exhibit interest in and planning for a technical career.
- ~~Prior to September 1, 2017, a student's school counselor or principal must affirm that the student has post-secondary plans related to a career in technical education. (This affirmation will be made in the nomination form for TES.)~~
  - ~~Beginning on September 1, 2017~~ A student must have an academic and career plan leading to a career in technical education.
  - **Must submit a PHS TES Scholarship application no later than two weeks after the end of Term 2 of their senior year.**
- B. In addition, in order to be eligible for a TES scholarship, a student must also have completed at least one of the following eight eligibility items. Students awarded a TES scholarship must have:
- 1) Be considered a CTE Concentrator, which is a high school student who has completed at least three (3) high school CTE courses.
  - 2) Participated in a Youth Apprenticeship Program.
  - 3) Participated in a Technical High School Diploma program.
  - 4) Participated in a Career and Technical Training pathway.
  - 5) Participated in a Skills Standards Program.
  - 6) Completed (or be on track to complete) an industry-recognized certification program.
  - 7) Participated in a Career and Technical Student Organization.
  - 8) Completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin.

To be eligible, the student must have completed the last two semesters at PHS. **They must also have no less than a "B" average in their CTE courses.** Note that pass/fail, home-school, and foreign/studies abroad grades are not part of the grade point average, and grades are calculated according to the guidelines of the student handbook.

#### **2. Ranking of Eligible Candidates:**

~~Pittsville High School will use the HEAB recommended ranking system. HEAB's recommended ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience. Under the recommended point system:~~

- ~~One point is given to a student for each credit earned in high school in CTE courses, including those in which the student is registered in at the time the rank is calculated.~~
- ~~One point is given to a student for each year of activity in a Career and Technical Student Organization.~~

**Students will awarded the TES based on the total points accumulated, based on one point awarded for each of the following CTE related categories:**

- **CTE course taken in High School**
- **Participating in Youth Apprenticeship Program**

- Participating in WI Skills certificate
- CTE Course/Youth Options credit earned
- Industry recognized certificate earned
- Transcribed credit earned
- Each year served as an officer in a CTE student organization
- Each year participating in a CTE student organization

For the purposes of breaking a tie in the rank, the student's GPA( in CTE classes only) will be considered. The next tie breaker will be the students ACT score. The last tie breaker will be one toss of a coin, flipped by the principal, and called by the district administrator in the Administrative Office.

References: Wisconsin Act 60

*First Reading: December 8, 2014*

*Second Reading/Approval: January 12, 2015*

*Updated:*

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**FISCAL MANAGEMENT**

**MANAGEMENT OF FUNDS  
TYPES OF FUNDS**

**STUDENT ACTIVITY FUNDS MANAGEMENT**

**662.1**

All funds raised by student classes, clubs, or organization shall be under the control of the Board and shall be managed in accordance with sound budgetary and accounting procedures.

Student activity funds shall be:

1. Deposited in the School District account after being received by the District Administrative Assistant.
2. Accounted for in the Agency Fund.
3. Audited annually along with other School District funds.

Specific funds management procedures shall be developed by the Administration which provide for the collection, documentation, and disbursement of activity funds by classes, clubs, and organizations.

The Principals shall be responsible for supervising the management of student activity funds in his/her building.

**Guidelines**

1. Each class, club, or organization shall be assigned a faculty advisor by the Principal who will be responsible to the Principal. Upon the annual election of officers, each class, club, or organization shall submit a listing of officers to the District Office.
2. The class, club, or organization treasurer and faculty advisor will be responsible to the Principal for the following:
  - a. Documenting the collection and disbursement of all activity funds.
  - b. Turning all funds and documentation over to the District Office as soon as possible.
3. The collection or raising of funds by classes, clubs, or organizations must have the approval of the Principal. Funds shall be deposited in the School District account after being received by the Board Treasurer. Any interest earned on the deposits shall be credited to each account based on its month end balance.
4. Disbursement of class, club, and organization funds may be made only with the approval of the faculty advisor and the Principal. Proper documentation of vouchers or receipts must accompany each disbursement. The District Administrator shall be kept informed of class, club, or organization funds on a regular basis.

5. Complete records relating to class, club, or organization funds will be submitted at the end of each school year to the Board through the District Administrator. An audit of all class, club, or organization funds will be made at the same time as the annual audit of school funds.
6. At the end of the school year, all balances of class, club, or organization funds will be carried over to the next school year with the exception of the graduating class fund balance. The graduating class, after covering the expenses and activities of the class, shall designate how any remaining balance will be disposed or spent. This designation must be made in writing to the Senior High School Principal before the end of the school year.
7. No student club or organization shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Principal based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.
8. If an account has had no activity for twelve (12) months, the account shall be considered inactive.
9. Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

#### **Inactive Accounts**

Inactive accounts may develop when a high school class graduates, an organization disbands, or the reason for a special purpose account no longer exists. In the event an inactive account develops, the graduating class, the disbanding organization, or the sponsor of a special purpose account shall present a plan for dissemination of the account in writing. The following guidelines shall be used when closing inactive accounts.

1. The organization, class, or club should be encouraged to close out the account through expending the funds in line with the purpose of the account and the organizational objectives.
2. If the organization, class, or club fails to make arrangements to close out the account or is unable to dispose of the funds prior to the end of the fiscal year, the fund balance will be absorbed by the Student Council of the Elementary, Junior, or Senior High School.
3. The senior class, upon graduation, will have two options with unexpended balances:
  - a. Spend the money in their name on a gift for the school, or
  - b. Withdraw the money and establish a separate bank account in the names of the Class President and Class Treasurer for use in planning and financing class reunions.

***Adopted: October 9, 1989***  
***Revision 1st Reading: January 11, 2016***

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **RELATIONS**

### **DISTRICT SUPPORT ORGANIZATIONS AND CLUBS**

#### **SPECIAL ACTIVITY FUNDS MANAGEMENT**

**881.1**

The Board of Education appreciates the efforts of all organizations/clubs whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

The Board recognized that school-related organizations/clubs are channels through which school personnel, parents, and students may discuss educational concerns, problems, and needs and work together toward solutions.

The District Administrator shall review the objectives of each organization/club to determine that relevant educational needs are being addressed. Each organization/club shall work within the appropriate school setting and in cooperation with the Principal and other staff members.

All funds raised by special activity student classes, clubs, or organization shall be under the control of the Board and shall be managed in accordance with sound budgetary and accounting procedures, if the organization/club is not its own separate tax reporting entity.

Special activity funds shall be:

1. Deposited in the School District account after being received by the District Administrative Assistant.
2. Accounted for in the Agency Fund.
3. Audited annually along with other School District funds.

Specific funds management procedures shall be developed by the Administration which provide for the collection, documentation, and disbursement of activity funds by classes, clubs, and organizations.

The Principals shall be responsible for supervising the management of special activity funds in his/her building.

#### **Guidelines**

1. Each special activity class, club, or organization shall be assigned a faculty advisor by the Principal who will be responsible to the Principal. *The class, organization or club shall submit an annual budget to the District Office by March 15<sup>th</sup> of each year.*
2. The special activity class, club, or organization treasurer and faculty advisor will be responsible to the Principal for the following:
  - a. Documenting the collection and disbursement of all activity funds.

- b. Turning all funds and documentation over to the District Office as soon as possible.
3. The collection or raising of funds by special activity classes, clubs, or organizations must have the approval of the Principal. Funds shall be deposited in the School District account after being received by the Board Treasurer. Any interest earned on the deposits shall be credited to each account based on its month end balance.
4. Disbursement of special activity class, club, and organization funds may be made only with the approval of the faculty advisor and the Principal. Proper documentation of vouchers or receipts must accompany each disbursement. The District Administrator shall be kept informed of special activity class, club, or organization funds on a regular basis.
5. Complete records relating to special activity class, club, or organization funds will be submitted at the end of each school year to the Board through the District Administrator. An audit of all special activity class, club, or organization funds will be made at the same time as the annual audit of school funds.
6. At the end of the school year, all balances of special activity class, club, or organization funds will be carried over to the next school year.
7. No special activity club or organization shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Principal based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.
8. If an account has had no activity for twelve (12) months, the account shall be considered inactive.
9. Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.
10. Monies received via grant must be disbursed in accordance to the grant's guidelines.

#### **Inactive Accounts**

Inactive accounts may develop when an organization disbands or the reason for a special purpose account no longer exists. In the event an inactive account develops, the disbanding organization or the sponsor of a special purpose account shall present a plan for dissemination of the account in writing. The following guidelines shall be used when closing inactive accounts.

1. The special activity organization, class, or club should be encouraged to close out the account through expending the funds in line with the purpose of the account and the organizational objectives.
2. If the special activity organization, class, or club fails to make arrangements to close out the account or is unable to dispose of the funds prior to the end of the fiscal year, the fund balance will be absorbed by the Student Council of the Elementary, Junior, or Senior High School.

**SCHOOL BOARD POLICY #881.1  
SPECIAL ACTIVITY FUNDS MANAGEMENT**

3. If the source of funds in an inactive account are grant related, these monies must be spent in accordance with the grant guidelines and every effort must be made to do so.

*1st Reading: January 11, 2016*

*2nd Reading:*

*Adopted:*

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## INSTRUCTION

### EXTENDED INSTRUCTIONAL PROGRAMS

### COMMUNITY RESOURCES

### SCHOOL VOLUNTEERS

353.1

The School District of Pittsville recognizes the important role that volunteers contribute valuable services to the students and staff. The Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members, and the community.

A “School Volunteer” is any person who offers to perform a service or carry out an activity during the school day or during extended-day, school related programs, including volunteer chaperones on student field trips or other travel trips, without pay or other material compensation.

Any individual who wishes to provide volunteer services to the district will need to complete a Volunteer Application form. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips. In cases of continuing volunteers, updated applications shall be submitted every year. Forms must be submitted at least two weeks prior to the first time the individual volunteers. This policy does not apply to “incidental adult visitors” who visit school, upon invitation by a staff member of the school for a specific, limited purpose including, but not limited to, speaking to a class or assembly, judging an academic or extra-curricular competition, or giving a musical or theatrical performance.

The District Administrator or his/her designee will review the volunteer application and will complete a background check for each applicant. The District Administrator or his/her designee shall have sole discretion to determine whether information obtained through the background check disqualifies an individual from serving as a volunteer with the district. A failure to disclose pending arrests or prior felony or misdemeanor convictions will be grounds for exclusion as a school volunteer, regardless of the nature of the arrest or conviction. Those applying to be volunteers will have the right to attach any statement or explanation to the conviction report. All information gathered during the district’s background check will be kept confidential.

Parents of students enrolled in the district shall be subject to the same requirements to qualify as volunteers; however, parents deemed not qualified to serve as volunteers will not be prevented from otherwise actively participating in their children’s education.

Volunteers will be covered under the district’s liability policy while performing services authorized by the school principal or their direct supervisor.

Volunteers are expected to abide by the school district’s regulations and rules when performing assigned responsibilities. The School District of Pittsville reserves the right to terminate volunteer service at any time.

Cross Reference:

Legal Reference:

*First Reading: December 14, 2015*  
*Second Reading and Approval:*

## ***GUIDELINES FOR VOLUNTEERS***

### ***Welcome!***

Volunteers play an important and valuable role in the Pittsville School District. Students, teachers, staff, families and the community benefit from the work of individuals like you who freely share their talents and resources. We also know that as a volunteer, you, too, will be rewarded.

This information is directed to volunteers who devote a portion of their time to one of the most important systems in any community, the public schools. To help you get the most out of your experience, we want to make sure you are informed. Volunteers help in many different ways: classrooms, playgrounds, libraries, offices, field trips, team sports and special projects. On behalf of the teachers, staff and students, "Thank you. We could not create success without your help."

### **YOU ARE PART OF A TEAM**

As a school volunteer you are a role model for students. Conduct yourself toward students and staff in a respectful manner that sets an example of professionalism and good citizenship.

### **SIGN IN PROCEDURES**

Volunteers are required to sign in at the office. Signing in each time you volunteer allows school personnel to locate you immediately in case of an emergency.

### **CONFIDENTIALITY**

What you hear/observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team, a family or child. If a parent asks how their child is doing, please refer them to the classroom teacher.

### **WHAT TO WEAR**

Wearing appropriate, practical and comfortable clothing when you volunteer is one more way you can be a role model.

### **WHO IS DOING THE TEACHING?**

If you are volunteering in a classroom, make sure you are clear and comfortable with your responsibilities and duties. The real value for a teacher in having a volunteer is that it frees the teacher to teach.

### **LANGUAGE**

Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say.

### **OUR COMMITMENT TO YOU**

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

### **EFFICIENCY**

We respect your time, interest and talents and will make every effort to utilize them efficiently. Let school personnel know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

### **DISCIPLINE/SUPERVISION**

As a school volunteer, you perform under the same direction and supervision as school personnel. Therefore, when you see students disobeying school/classroom rules or engaging in unsafe behavior, report to staff immediately. In addition, if you witness or suspect that students are treating each other disrespectfully, take steps to intervene when safe to do so and then report to staff immediately. However, only staff may take the corrective action.

### **REPORTING CHILD ABUSE**

School volunteers are not considered mandatory reporters of suspected child neglect or abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this information immediately and privately to the school principal.

### **SECURITY**

A person who is required to register as a sex offender shall not serve as an instructional or non-instructional volunteer. A Person who is convicted of a felony or misdemeanor for a crime related to violence, theft or drugs may not volunteer except through appeal by the Principal to the District Administrator.

School District of Pittsville

# VOLUNTEER APPLICATION

(Please print legibly and complete the entire form)

**FOR OFFICE USE ONLY:**

Background Check Date: \_\_\_\_\_

DL: \_\_\_\_\_ SO: \_\_\_\_\_ CCAP: \_\_\_\_\_

Accepted:  Rejected:

Restrictions:  No Field Trips  Within Line of Sight  
 No Driving  No Handling of Money  
 No Overnight Trips

All school volunteers must complete this application to volunteer in any of the schools of the School District of Pittsville. Please **PRINT** legibly and complete the entire form. For your safety, and that of our students, a **BACKGROUND CHECK** will be completed on all volunteers. Approved volunteers will need to be reappraised on an annual basis. A complete application form with an original signature and a copy of your legal/government issued photo ID, must be kept on file. **PLEASE ATTACH A COPY OF YOUR LEGAL/GOVERNMENT ISSUED PHOTO ID.**

\* Required fields. The application cannot be processed without completion of these fields.

## VOLUNTEER INFORMATION

* Legal Name as it appears on your photo ID (last, first, middle):		* Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	* Birth Date: / /	* Other Names Used:
* Street Address:		* Social Security No.:		* Home Phone No.: ( )
P.O. Box:	* City/State:	* ZIP Code:	* Length of WI Residency:	
Other Phone No.:	* E-Mail Address:			
School where you will be Volunteering:	<input type="checkbox"/> Pittsville High School <input type="checkbox"/> Pittsville Elementary School	Students(s) Name:		

## EMERGENCY CONTACT INFORMATION

Name:	Phone No.:
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## PLEASE COMPLETE AND SIGN BELOW

The School District of Pittsville has a responsibility to its students, staff, and visitors. In this regard, all individuals desiring volunteer assignments in our facilities are required to complete a criminal history document. The School District of Pittsville reserves the right to refuse volunteer assignments to individuals convicted of offenses pursuant to Wisconsin state law. In the space provided below, please list all charges of criminal offense, whether adjudicated guilty or not, and whether the offense occurred in Wisconsin or in another state. Include all convictions of criminal traffic offenses, such as DUI, driving with a suspended license and careless or reckless driving. Also, include any sealed or expunged convictions and any convictions or confirmations of child abuse. In completing this public document, please understand the School District of Pittsville's sincere concern is for the safety of students, staff, and visitors.

\* Have you ever been CONVICTED, as defined above, pled no contest, or had adjudication withheld in a criminal offense, felony, or misdemeanor OR are there any criminal charges now **pending** against you other than minor traffic violations?  No  Yes

\* If **yes**, please show date of convictions, the town, city, state where it occurred, the arresting agency, the specific offense, and the disposition of the case (paid fine, guilty, nolo contendere, adjudication, PTI/PTD, etc.)

DATE OF CONVICTION	LOCATION/ARRESTING AGENCY	SPECIFIC OFFENSE	DISPOSITION
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By signing below, I agree:

- To the rules and responsibilities of the volunteer assignment. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on school grounds, or a school-sponsored activity. My signature below certifies that I have reviewed the criminal statement and responded truthfully. **FALSIFICATION OR OMISSION ON AN OFFICIAL PUBLIC DOCUMENT IS A CRIMINAL OFFENSE AND CAN BE PROSECUTED, AND MAY CONSTITUTE GROUNDS FOR DISQUALIFICATION FROM BEING A VOLUNTEER.**
- I agree to maintain **CONFIDENTIALITY** of student's information.

\* Volunteer Signature

\* Date

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## STUDENTS

### SCHOOL ADMISSIONS

### PUBLIC SCHOOL OPEN ENROLLMENT

#### FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

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

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

#### Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in a public school in the District under the open enrollment program. Applications may be completed and submitted using DPI's online system or by completing the DPI's paper application form and submitting the paper application to the Office of the District Administrator. Upon receipt of any paper copy of a nonresident student's application to attend a school or program in the District, office staff shall affix a date stamp (or a written and initialed date) to the application and forward the application to the District Administrator or his/her designee for review and processing.

The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

#### 1. Space Availability and Waiting Lists.

The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

At a minimum, any annual determination of space availability shall involve at least a declaration of the District-wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by any established special education program or service that has identifiable space limitations. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.

If the Board has taken action in January to limit the number of spaces that will be available in any grade(s), program(s), or service(s) for applications that are submitted during the regular application period (i.e., for enrollment in the following school year), then the District's consideration of nonresident alternative applications for open enrollment shall be limited as provided under DPI's administrative rules. Further, the District shall deny any alternative applications for a particular grade or program for the current school year that are received between the 3rd Friday in September through the date of the Board meeting in January where space availability for open enrollment is again considered if, due to space considerations, the District did not approve all otherwise-eligible regular-period application(s) for that particular grade or program for the same school year.

**The Method of Random Selection Used to Determine which Applications Will Be Approved When there Are More Applications than Available Spaces.**

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

- a. The District grants a guarantee of approval under the space availability criteria to the following applicants during the regular application period:
  - (1) Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program).
  - (2) The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program).
- b. As individual applications are selected and considered within the random selection process, the District grants preferential consideration to certain sibling-applicants as required by DPI rule. Specifically, if the District determines during the random selection process that there is space available to accept the individual student whose application is under immediate consideration, then the District shall give immediate consideration to the application(s) of any remaining sibling-applicants in the same family who applied for open enrollment at the same time. The application of any sibling who is entitled to preferential consideration under this paragraph shall be denied if there is no remaining space in such sibling's grade and/or in any special education program or service that may be required for the sibling.

A further description of the local random selection process can be found in the procedural Rule adopted to accompany this policy.

**Waiting Lists for Acceptance of Open Enrollment Applications into the District.**

- a. The District creates and administers waiting lists for applications received during the regular application period that are initially denied due to space limitations.
- b. The District does not administer waiting lists for current-year open enrollment applications submitted by nonresident students under the alternative application procedure.
- c. The District does not create or administer waiting lists for the assignment of accepted open enrollment applicants to specific schools/programs for which the applicant has expressed a preference.

A further description of the District's waiting list procedures can be found in the procedural Rule adopted to accompany this policy.

**2. Students with Disabilities.**

If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied.

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

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

**3. Students Referred for a Special Education Evaluation.**

An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent or guardian may request that the District

reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.

**4. Discipline-Related Criteria.**

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

Such an applicant will be denied unless the District determines, upon the timely request of the parent or guardian who submitted the application, that there is clear and convincing information showing that if the applicant were to have engaged in the same conduct while attending school in the District, that the student almost certainly would have either (1) not been subject to any expulsion proceedings or to any participation in a deferral-type program, or (2) already fully completed the term of any expulsion and been permitted to return to school unconditionally prior to the first date of his/her proposed attendance in the District.

- b. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District may deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for conduct falling in any of the four specific categories listed in the open enrollment statutes.

Such an applicant will be denied unless the District determines, upon the timely request of the parent or guardian who submitted the application, that there is clear and convincing information showing that if the applicant were to have engaged in the same conduct while attending school in the District, that the student almost certainly would have either (1) not been subject to any expulsion proceedings or to any participation in a deferral-type program, or (2) already fully completed the term of any expulsion and been permitted to return to school unconditionally prior to the first date of his/her proposed attendance in the District.

- c. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 4-e, below, if any disciplinary proceeding involving alleged conduct falling in any of the four specific categories listed in the open enrollment statutes is pending at the time the District notifies the student of his/her application status, the District shall deny the application.
- d. Applicants must continue to meet discipline-related approval criteria after initial acceptance. The District shall revoke the prior acceptance of an open enrollment application if the District determines that the student is, in fact, subject to a current expulsion order that would have disqualified the student's application under paragraph 4-a, above. In addition, subject to the limited exception defined in paragraph 4-e, below, the District shall revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 4-b or paragraph 4-c of this policy, above.
- e. Limited Exception. In situations where a student's application was denied (including as a result of the revocation of an initial acceptance) due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

**5. "Best Interests" Determinations under the Alternative Open Enrollment Application Criteria and Procedures.**

If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s) or guardian(s) and make a determination as to whether the District agrees with the parent(s) or guardian(s) that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the resident district does not

have a 4-year-old kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

**Assignment of Accepted Applicants to a School/Program.**

The District shall assign nonresident students accepted for full-time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District. Any admission requirements and pre-requisites for attendance in any specialized school or program that apply to resident students also apply to nonresident students. In addition, any nonresident open enrollment student must meet the in-person/physical attendance requirements established by law.

**Requests for Early Admission to Kindergarten.**

The District *does not* evaluate a nonresident open enrollment applicant for possible early admission to 4-year-old kindergarten.

In connection with the regular application period, the District *does not* evaluate a nonresident open enrollment applicant for early admission to 5-year-old kindergarten prior to issuing initial notice of acceptance/denial and establishing an initial grade and school placement.

**Reapplication.**

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

**Transportation.**

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

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

**Rights and Privileges.**

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

**Resident Open Enrollment Students**

Resident students may apply for full-time open enrollment in another public school district in accordance with state law. An application may be denied if the resident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the District does not have the same program offered by the nonresident district, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

~~The District may deny a resident student from attending school in another public school district, or from continuing to attend school in another public school district, if the costs of the special education and related services required in the student's IEP would place an undue financial burden on the District, taking into account the District's total economic circumstances. However, if a student with a disability has submitted an alternative application based upon a determination that the student has been a victim of a violent criminal offense, as further defined and addressed under state law, then the District may not deny the application based upon a finding of an undue financial burden.~~

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District shall deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. However, prior to denying an alternative application on the basis that the

parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

Transportation. The parent(s) or guardian(s) of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

**Appeals of Open Enrollment Decisions**

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

**Legal References:**

**Wisconsin Statutes**

Section 115.787	[individualized educational programs for students with disabilities]
Section 118.16(1)(a)	[definition of habitual truant]
Section 118.51	[full-time public school open enrollment]
Section 120.13(1)(f)	[authority to deny enrollment of student during the term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.54(3 )	[transportation for children with disabilities]
Section 121.54(10)	[optional transportation for full-time open enrollment students]
Section 121.545(1)	[optional transportation under a parent contract]
Section 121.55	[methods of providing transportation]
Section 121.555	[alternative methods of providing transportation]

**Wisconsin Administrative Code**

PI 36 [DPI administrative rules governing inter-district open enrollment]

**Cross References:**

District Policy 423 Rule: Full-Time Public School Open Enrollment

*Updated: December 8, 2014*

*Updated:*

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**STUDENTS**

**STUDENT POLICIES GOALS**

**EQUAL EDUCATIONAL OPPORTUNITIES**

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

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

The following nondiscrimination policy shall be printed in the student handbooks, teacher handbooks, and published annually in August in the District Newsletter and/or the official newsletter of the District.

The Pittsville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries concerning the application of Title IX of the Educational Amendments of 1972 may be referred to the District Administrator, Pittsville School District, 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466. Any complaint alleging noncompliance with Title IX must be in writing and include a statement of facts comprising the alleged compliance, and be signed and dated.

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

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

Concerns regarding alleged violations of policies affecting equal opportunity shall be referred to the following:

- Title VI..... District Administrator
- Title IX ..... District Administrator
- Section 504..... Special Education Director or District Administrator

**Complaint Procedures**

If any person believes that the Pittsville School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some other way discriminates on the basis of sex, race, color, national origin, creed, pregnancy, marital or parental status, sexual orientation, or disability, he/she may file a complaint with the District Administrator or the authority listed above.

**SCHOOL BOARD POLICY # 411  
EQUAL EDUCATION OPPORTUNITIES AND NONDISCRIMINATION**

- 1) Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the proper authority or to the District Administrator.
- 2) Upon receiving such written complaint, an investigation of the suspected infraction shall immediately be undertaken. The District Administrator will review, with the Building Principal, the Special Education Director, or other appropriate persons, the facts comprising the alleged discrimination. Within ten 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 the resolution of the case to the grievant.

If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board of Education. The Board will hear the appeal at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board will make its decision in writing within ten days after the hearing. Copies of the written decision will be mailed or delivered to the grievant and the District Administrator.

- 3) If the grievant remains dissatisfied with the decision by the Board of Education under this policy, he/she may appeal the decision in writing to the State Superintendent of Public Instruction, PO Box 7841, Madison, WI 53707.

**Maintenance of Grievance Records**

The coordinators (Title IV, Title IX, and Section 504) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past procedures. The records shall include information on all levels of the complaint and any appeals. The records shall include:

- 1) the name of the grievant or complainant and his/her title or status;
- 2) the date the grievance was filed;
- 3) the specific allegations made and any corrective action requested by grievant;
- 4) the name(s) of the respondents;
- 5) the level of processing following, and the resolution, date, and decision-making authority at each level;
- 6) a summary of facts and evidence presented by each party and date(s) of any corrective or remedial action taken.

**Legal reference:** *Section 118.13 Wisconsin Statutes, PI 9 and PI 41, Wisconsin Administrative Code, Title IX, Educational Amendment of 1972; Titles IV and VI, Civil Rights Act 1964; Section 504 of Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 Individual with Disabilities Education Act; Civil Rights Act 1991; McKinney-Vento Homeless Assistance Act (42 U.S.C 11431).*

**Cross reference:** *Policy 511 – Equal Employment Opportunity*

*First Reading: December 14, 2015*  
*Second Reading and Approval: January 11, 2016*

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**STUDENTS**

**STUDENT POLICIES GOALS**

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- 2) Upon receiving such written complaint, an investigation of the suspected infraction shall immediately be undertaken. The District Administrator will review, with the Building Principal, the Special Education Director, or other appropriate persons, the facts comprising the alleged discrimination. Within ten 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 the resolution of the case to the grievant.

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- 3) the specific allegations made and any corrective action requested by grievant;
- 4) the name(s) of the respondents;
- 5) the level of processing following, and the resolution, date, and decision-making authority at each level;
- 6) a summary of facts and evidence presented by each party and date(s) of any corrective or remedial action taken.

***Legal reference:*** Section 118.13 Wisconsin Statutes, PI 9 and PI 41, Wisconsin Administrative Code, Title IX, Educational Amendment of 1972; Titles IV and VI, Civil Rights Act 1964; Section 504 of Rehabilitation Act of 1973; Americans with Disabilities Act of 1990 Individual with Disabilities Education Act; Civil Rights Act 1991; McKinney-Vento Homeless Assistance Act (42 U.S.C 11431).

***Cross reference:*** Policy 511 – Equal Employment Opportunity

*First Reading:* December 14, 2015  
*Second Reading and Approval:* January 11, 2016

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**FISCAL MANAGEMENT**

**MANAGEMENT OF FUNDS**

**PAYMENT PROCEDURES (OTHER THAN SALARIES AND WAGES)**

673

1. The Finance Office will be responsible for the payment to vendors for supplies, equipment, payroll liabilities and services received.
2. The Finance Office will be required to support all voucher checks drawn with a proper invoice and a signed/initialed receiving report, or other evidence that the supplies, equipment, payroll liability or services were received or incurred.
3. Invoices shall be verified in the Finance Office for correct pricing and conformance with purchase orders or requisition requests before being submitted for payment.
4. A list of checks paid or to be paid, bills and warrants for payment shall be presented to School Board members for approval at the next regular meeting following the date of issuance. A signed copy of such approved list shall be kept on file in the District Office.
5. Although included within the list aforementioned, those checks required for payment of fixed charges, contracts approved by the Board, discounts, payroll items, postage, travel vouchers, and all other bills requiring timely payment may be released or mailed upon issuance.
6. After 48 hours, or two working days, following receipt of the aforementioned list, and if no objection is raised, all other voucher checks may be released.

*First Reading: December 14, 2015*

*Second Reading and Adoption: January 11, 2015*

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SUPPORT SERVICES

### TRANSPORTATION SERVICES MANAGEMENT TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

752

#### Transporting Students by Staff/Volunteers:

State law requires that school employees who drive automobiles transporting students to and from school-sponsored events must meet certain requirements. Specifically, the school is required to determine each year that the following requirements are met:

##### Operator Requirements:

1. Possess a valid operator's license.
2. Are at least 18 years of age.
3. Have a driving record clear of reckless, drunken, or moral offenses for the past two years.
4. Possess fitness to drive as evidenced by a medical opinion rendered at least once every three years.
5. Have sufficient use of both hands and foot normally employed to operate foot brake and foot accelerator.

##### Vehicle Requirements:

1. Annual inspection of vehicle-applicable to school and privately owned (written evidence from normal place of service).
2. Insurance coverage-property damage coverage with a limit of not less than \$50,000 and bodily injury with limits of not less than \$100,000 per person and \$300,000 per accident.

The forms for requesting to have an individual validated to drive students may be obtained from the Administration Office. These forms must be filled out completely and sent to the Administration Office. Only those individuals who have been approved will be allowed to transport students.

#### Verification of Automobile Coverage for Employees and Volunteers

When a School District of Pittsville employee or volunteer (at least 18 years of age) uses their personal automobile for school activities, the school district's automobile coverage is "excess" insurance over the employee's or volunteer's primary personal automobile coverage that the employee and/or volunteer-carries on their own vehicles.

Any automobile used to transport students must be duly licensed, insured, and operated by a responsible adult at least 18 years of age. The School District of Pittsville requires certification of primary automobile insurance by employees and volunteers of privately owned or rented vehicles for school activities. Insurance coverage-property damage coverage with a limit of not less than \$50,000 and bodily injury with limits of not less than \$100,000 per person and \$300,000 per accident.

Please provide us with a copy of your Driver's License and Insurance ID card detailing the insurance company name, policy number, effective dates, and the insured vehicle. This information must be kept current. Each time you renew your insurance coverage, bring in a copy of your new insurance coverage card.

*1<sup>st</sup> Reading: March 11, 2002*

*2<sup>nd</sup> Reading: April 8, 2002*

*Adopted: April 8, 2002*

*Updated: January 11, 2016*

**SCHOOL BOARD POLICY #752**  
**TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

**REQUEST AND RELEASE**  
*Transportation of Students by Staff*

Name of Driver: \_\_\_\_\_ Are you at least 18 years of age? \_\_\_\_\_

Do you have sufficient use of both hands and foot normally employed to operate the foot brake and foot accelerator?  Yes  No

Have you been convicted of any of the following offenses within the last two years? (If yes, please place a checkmark in the box.)

- Reckless driving
- Operating after suspension or revocation
- Any conviction involving operation of vehicle while above legal limit of intoxicants
- Any other conviction involving moral offenses
- Conviction of any of the above under an equivalent local ordinance

By initialing the box to the LEFT, the proposed driver affirmatively states and represents to the School District that he/she has no knowledge or concern that he/she is afflicted with, or suffering from, any mental or physical disability, condition, or disease that would prevent the individual from exercising reasonable control over a motor vehicle. If the driver later determines that he/she may have such a disability, condition, or disease, he/she agrees to immediately inform the District so that the District can determine whether he/she may continue to provide transportation for students.

**DRIVER INFORMATION**

Vehicle Information: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
License Plate Number: \_\_\_\_\_ Maximum Number of Seats Available: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**YES NO Please respond to each item below:**

- I have a valid Wisconsin State Driver's License
- I have had no vehicle moving violations or at-fault accidents within the last two years. If yes, please list:
- I carry a minimum auto liability limit of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 Bodily Injury, \$50,000 Property Damage) and uninsured motorist coverage.
- I am aware that, in the event of an accident while on a school related activity, any claims will be tendered to my personal automobile company and my insurance in primary.
- I agree to report to the school principal or designee regarding any and all accidents, regardless of how minor, that I am involved in while transporting district staff, volunteers, or students.
- I will not use a cell phone when transporting students while the vehicle is in motion.

**VEHICLE INSPECTION**

- There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- My vehicle's brakes, including the emergency brake, are in good working order.
- My vehicle's tires have a legal tread depth (at least 3/32")
- My vehicle's brake lights, turn indicators, and headlights are in good working order.
- My vehicle's windows are clear and provide an unobstructed view for the driver.
- My vehicle has functioning rear view mirrors (center and left side).
- My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- My vehicle has a rated capacity of ten passengers or less.
- If my vehicle has dual air bags, I will not seat children under 12 years old or small persons in the front passenger seat.

**ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES:** Authorized drivers will refrain from the use of alcoholic beverages or controlled substances which may impair the ability of the driver to perform safely for a period of not less than 24 hours prior to transporting students. They shall also be expected to comply with the district's drug-free workplace policy and other applicable District policies and rules.

**NO WEAPONS:** Any person approved to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's only children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips. I will inform the district if any of the above information changes.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

**Please attach a copy of your current Driver's License and Insurance ID card.**

**ADMINISTRATIVE REVIEW:**

DL  INS Card  Volunteer Ap on File I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of District Administrator/Designee \_\_\_\_\_ Date \_\_\_\_\_

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