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SCHOOL DISTRICT LEGAL STATUS

The United States Constitution leaves the responsibility for public education to the individual states. In its capacity as agent of the state the school board is required to implement and enforce the statutes affecting public education.

The constitution of the State of Wisconsin provides for the establishment of free district schools "--which shall be as nearly uniform as practicable" and sets up the mechanics for school district organization and reorganization. The state legislature is given the power to create, dissolve, alter, and consolidate school districts.

The state constitution further provides for a department of public instruction, under the supervision of a state superintendent of public instruction, to provide leadership and services to local school districts.

The School District of West De Pere is classified as a common school district. It includes the city of De Pere, west of the Fox River, parts of the townships of Hobart and Lawrence, and part of the village of Ashwaubenon, Brown County, and part of the township of Oneida, Outagamie County. The district is under the management and control of a locally elected school board which acts as an agent of the state and governs the public schools in accordance with state law.

LEGAL REFERENCE: United States Constitution, Tenth Amendment
 Wisconsin Constitution, Article X
 Wis. Stat. 115.01 (1)
 Wis. Stat. 115.01 (3)
 Wis. Stat. 115.01 (5)

ADOPTED: 9/20/78
REVISED: 6/15/93
REVISED: 4/21/88

REVISED: 7/16/98

READOPTED: 8/20/98

reviewed: 1/7/11

SCHOOL DISTRICT MISSION AND BELIEF STATEMENT

Recognizing that schools and programs will change as a result of changes in our global society, the Board of Education and the District are continually seeking improvement for the benefit of students.

Recognizing that decisions regarding change can be difficult, the Board has established a basic mission statement and set of beliefs to assist in determining the appropriateness of changing programs, practices, etc.

Mission Statement

The mission of the School District of West De Pere is to create a safe comprehensive educational and social environment for students and staff which will produce life-long learners with the capacity to succeed in the local and global community.

Belief Statements

- 1. Students are our most precious resource.**
- 2. Each individual is unique and talented.**
- 3. All individuals have personal and educational rights and responsibilities.**
- 4. All individuals can learn.**
- 5. Higher expectations yield higher results.**
- 6. Excellence is sought at all times.**
- 7. We create the conditions for learning to occur.**
- 8. Each individual can achieve emotional, intellectual, physical, and social growth.**
- 9. Positive relationships among home, school, and community enhance educational success.**

ADOPTED: 12/2/93
REVISED: 7/17/00
REVISED: 5/16/05
REVISED: 11/18/09
READOPTED: 12/16/09

COMMUNICATION WITH THE PUBLIC

It is the desire of the Board that two-way channels of communication be kept open at all times between the school system and the people of the district. The Board will continually attempt to create and maintain schools that reflect the wishes of the public and will do its best to keep the people informed of the affairs of the school system via the District's web page, District Performance Report, Annual Meeting Report, District Newsletter, published Board Minutes, student handbooks, building newsletters, pamphlets, student/parent access to the District's PowerSchool software through the internet via a district assigned password, etc.

CROSS REFERENCE: Collaborative District Improvement Process

ADOPTED: 3/21/72

REVISED: 8/20/98

REVISED: 10/20/03

REVISED: 1/12/11

READOPTED: 2/16/11

RECOGNITION OF ACCOMPLISHMENT

The Board appreciates the diligent efforts made by the staff, student body, and citizen volunteers in achieving the District's goals and objectives. The Board is also aware that, frequently, there are exceptional achievement and contributions made by staff, students and citizens that favorably reflect on the schools and/or its programs.

It is the Board's intention to officially recognize such outstanding accomplishments or contributions on behalf of the District.

Notification of deeds that merit District wide recognition will be made to the Board through the Superintendent.

CROSS REFERENCE: 3270 - Naming of District Facilities
 3280 - Gifts and Donations

APPROVED: 10/17/85

reviewed: 12/11/97

REVISED: 4/10/01

READOPTED: 5/17/01

reviewed: 1/7/11

SCHOOL SPONSORED MEDIA

Materials for district-wide distribution will be developed in the central office and carry the approval of the superintendent. Copies of such materials are given to Board members.

The principal of each school is responsible for routine school announcements, newsletters, calendars, etc to parents. The principal and superintendent will keep a file copy of all such releases for reference as needed.

ADOPTED: 4/21/88

REVISED: 7/16/98

READOPTED: 8/20/98

reviewed: 2/11/11

NONDISCRIMINATION POLICY

The Board of Education recognizes the need to create and maintain an atmosphere for all students, staff, community members, and visitors, in all district facilities, which is free from all forms of discrimination.

It is the policy of the School District of West De Pere, that no person shall be discriminated against on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation or physical, mental, emotional or learning disability, arrest record, conviction record, membership in the national guard, homelessness, or by any other criteria as specified in the legal references below.

It shall be the responsibility of the District Superintendent to examine existing policies and develop new policies where needed to ensure that the West De Pere District does not discriminate pursuant to federal and state law. The District Superintendent shall publish notices regarding nondiscrimination annually according to statute. The District Superintendent shall also ensure that an employee(s) is designated annually to receive complaints filed under Sec. 118.13 Wis. Stat., PI 9 Wis. Admin. Code, Title IX of the Educational Amendments, and Section 504 of the Rehabilitation Act of 1973. That employee(s) shall assure adoption of a complaint procedure to resolve complaints alleging violations of these laws, assure that an evaluation of the District's compliance with sec. 118.13 Wis. Stat. is completed every five years under PI 9, Wis. Admin. Code and submit form PI-1197 to the Department of Public Instruction annually.

Any person who believes he or she has been discriminated against in violation of this or other district nondiscrimination policies, is encouraged to follow the appropriate complaint procedures:

discrimination against a person of student age - see Policy 5117: Student Nondiscrimination

discrimination against a person beyond student age - see Policy 4117: Staff Nondiscrimination

LEGAL REFERENCE: Wisconsin Statutes Sections 111.3 (Subchapter II), 118.13
 Wisconsin Administrative Code Chapter PI9
 Title VI of the Civil Rights Act of 1964
 Title IX of the Educational Amendments of 1972
 Section 504 of the Rehabilitation Act of 1973
 Federal ADA Section 101

CROSS REFERENCE: 4117 - Staff Nondiscrimination
 5117 - Student Nondiscrimination
 1118 - Public Complaints
 6163 - School Libraries
 6163.1 - Library Material Selection
 6163.12 - Objections to Library Materials

ADOPTED: 11/20/72

REVISED: 6/15/83, 8/20/87, 11/16/89

REVIEWED: 11/19/92

REVISED: 12/15/94, 3/18/98, 3/18/99, 3/14/00

REVISED: 5/17/11

REVISED: 2/20/13

READOPTED: 3/20/13

PUBLIC NOTICE OF NONDISCRIMINATION

[To be published annually in Fall district newsletter, student and staff handbooks, and district web site]

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engage in any form of discrimination (including harassment and intimidation) toward other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or 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, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional or learning disability, or homelessness as required by Sec. 118.13, Wis. Stat.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: School District of West De Pere Procedural Guidelines For Implementing Section 504 of the Rehabilitation Act of 1973, and School District of West De Pere Parent Guide To Section 504 of the Rehabilitation Act of 1973. These are available from each school counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school facility office.

Complaints of discrimination brought by a person of student-age see Policy 5117: Student Nondiscrimination
Complaints of discrimination brought by a person beyond student-age see Policy 4117: Staff Nondiscrimination

Any questions concerning discrimination on the basis of disability sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, or sexual orientation should be directed to:

Director of Student Services or designee
School District of West De Pere
400 Reid St., Suite W
De Pere, WI 54115
(920) 337-1393

[To be included in course selection handbooks, catalogs, announcements, application forms, and other published materials distributed to the public describing school activities and opportunities]

The School District of West De Pere does not discriminate against: students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional, or learning disability, or homelessness in any of its educational programs or activities; or persons on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, disability, arrest record, conviction record, membership in the national guard, homelessness or by any other criteria as specified by state and federal law.

REVISED: 12/15/94, 3/18/98, 11/19/98, 3/18/99, 3/14/00, 3/15/04

Reviewed: 4/13/11

READOPTED: 7/19/11

REVISED: 2/20/13

READOPTED: 3/20/13

GUEST PASSES FOR SENIOR CITIZENS

Senior citizens of the district--persons 62 years of age or older--may be given a Bay Conference senior citizen guest pass, which shall permit them to attend all home activities of the West De Pere Schools, including athletic events, free of charge excluding WIAA tournament series and other designated activities/events. They will also be able to attend athletic events at other Bay conference schools, free of charge, again excluding WIAA tournament series events.

These guest passes shall represent a small token of appreciation from the Board for all that the District's senior citizens have done for the schools over the years.

APPROVED: 10/17/78
REVISED: 11/17/88
REVISED: 8/20/98
REVISED: 4/13/11
REVISED: 9/18/12
READOPTED: 10/17/12

WEST DE PERE LIFETIME COURTESY CARDS

In recognition of the many dedicated staff and citizens, the School District of West De Pere may extend lifetime courtesy passes to individuals who have contributed to the growth of students, which shall permit them to attend all home activities of the West De Pere Schools, including athletic events, free of charge, excluding WIAA tournament series and other designated activities/events.

Criteria for consideration in extending such passes shall consist of one of the following:

1. Individuals who have made a significant contribution over a period of years to the athletic program as a coach, event supervisor, referee, and/or booster member. Such individuals may be from district public, parochial, or community recreational programs.
2. Individuals who have made a significant contribution over a period of years to the educational program in the school district such as school board members and retiring district staff.

Courtesy cards may be requested from, and will be issued at the discretion of, the Director of Student Activities.

ADOPTED: 10/17/96
reviewed: 4/2/98
REVISED: 4/19/04
REVISED: 4/13/11
REVISED: 9/18/12
READOPTED: 10/17/12

PUBLIC COMPLAINTS

Complaints and grievances shall be handled and resolved as close to their origin as possible.

Although no resident of the District shall be denied the right to ask the Board for redress of a grievance, the complaints shall be referred back through proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. The staff members involved
2. School Principal
3. Superintendent
4. Board

Any complaint about school personnel will be investigated by the administration before consideration and/or action by the Board.

Essential to the resolution of complaints is the identification of the action desired by the complainant. Therefore, in addition to clarifying the nature of the complaint, complainants shall state a desired action for consideration by the appropriate school staff. For consideration by the Board, complaints and desired action shall be in written form, delivered to the Board President or Superintendent five (5) working days before the regular board meeting so the issue can be legally posted and action taken as appropriate. The complaint will be considered by the Board as soon as possible after it has been thoroughly researched by the administration and meets legal timelines.

CROSS REFERENCE: BOARD POLICY 6163.12

APPROVED: 10/17/85

REVISED: 10/20/88

REVISED: 7/16/98

READOPTED: 8/20/98

reviewed 4/11

PUBLIC COMPLAINT FORM

Consistent with Board policy 1118, people are encouraged to discuss complaints and grievances as close to their origin as possible.

Should a citizen wish a matter to be considered by the Board, the Board requests this form be submitted to the Board President or Superintendent 5 working days before the regular Board meeting. The complaint will be considered by the Board as soon as possible after it has been thoroughly researched by the administration and meets legal timelines.

NAME _____

DATE _____

AREA OF CONCERN: Elementary Middle School High School
 Instruction Discipline Learning Material

THE ISSUE WAS DISCUSSED WITH:	Name	Date
<input type="checkbox"/> Teacher	_____	_____
<input type="checkbox"/> Principal	_____	_____
<input type="checkbox"/> Superintendent	_____	_____

NATURE OF COMPLAINT:

SPECIFIC ACTION DESIRED:

Signature _____ Date _____

BOARD OF EDUCATION MEETINGS

The Board, as a representative body of the district, wishes to provide an avenue for any citizen to express interest in and concerns for the school. Accordingly, the public is cordially invited to attend any and all open sessions of the Board and the first fifteen minutes of each regular meeting will be opened to the floor to enable district residents to bring items of general concern to the attention of the Board. As per state statute, no action can be taken on issues raised unless such have been previously posted on the agenda.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings, but the meetings are held in public.

It is the desire of the Board that meetings shall be formal enough for orderly business but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

The Board desires to be aware of the problems, requests, complaints, and suggestions of members of the district, but it is necessary that the Board not allow prolonged discussion of such material to interfere with diligent attention to the affairs of the district.

In order that the Board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representation, or proposals to the Board are requested to direct these to the superintendent of schools, who may place them on the agenda of the next regular meeting for Board consideration. The intent of the rules is:

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the superintendent of schools to take direct action, or to recommend actions to the Board, when policies have already been established by the Board.
3. To minimize the possibility of the Board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To see that the time so devoted does not interfere with the scheduled business of the Board.

CROSS REFERENCE: 1118 - Public Complaints
 8420 - Public Participation
 8430 - Agenda

LEGAL REFERENCE: Sections 19.81-19.84, Wisconsin Statutes

ADOPTED: 3/21/72
REVISED: 6/15/83
REVISED: 12/19/96
READOPTED: 1/13/97
reviewed: 5/11

SCHOOL DISTRICT OF WEST DE PERE **1251**
LOITERING OR CAUSING DISTURBANCE

Any person who is not a member of the school staff or student body who loiters on or about any school building or grounds without written permission or who causes a disturbance is guilty of disorderly conduct and may be prosecuted according to law.

LEGAL REFERENCE: City of Rockford V. Grayned; 263
 N.E. 2c Ill. 1970
 City of De Pere Ordinance

ADOPTED: 3/21/72

REVISED: 7/16/98

READOPTED: 8/20/98

reviewed: 4/11

SCHOOL DISTRICT OF WEST DE PERE 1251.1

VANDALISM

Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district will report to the principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible. Persons reporting vandalism will remain anonymous at their request.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and to delegate, if necessary, authority to sign complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be suspended and restitution sought. A parent conference and/or legal referral will determine the final resolution.

Parents and students will be made aware of the legal implications involved. Wisconsin law provides that a parent is liable for the willful destruction of property by a minor and their custody or control.

LEGAL REFERENCE: Wis. Stat. S. 895.035
City of De Pere Ordinance

APPROVED: 10/15/80
REVISED: 1/18/90

REVISED: 7/16/98

READOPTED: 8/20/98

reviewed: 4/11

SCHOOL DISTRICT OF WEST DE PERE 1311
POLITICAL ACTIVITIES

Partisan political activities of employees within the school day are sanctioned so long as they satisfy at least the following criteria:

1. There is no conflict of interest on the part of the employee or employees involved.
2. The professional relationship of the teacher with the learner is not damaged.
3. The code of ethics of the employee group is not violated.
4. No clear and present danger to the school system itself is evidenced.

The Board encourages employees to exercise full rights of citizenship in the community during off-duty hours.

ADOPTED: 4/21/88

reviewed: 4/98, 4/11

**STUDENT PERFORMANCES AND PRODUCTION OF
GOODS AND SERVICES**

The Board believes in, and encourages, district student groups to be active in community service. Such service may include performances, service projects, or production of services and materials for a variety of community groups and businesses.

The Board also believes that the administration should exercise extreme care and discretion in interpreting this policy so as to avoid pupil exploitation. Principals shall approve such involvement with such in mind, and shall also ensure that the primary purpose of the student participation furthers educational development.

Such services should come without cost to the District. Reimbursement shall be determined in advance of involvement and be based on the nature of the activity and agency served.

ADOPTED: 8/17/95

REVISED: 2/26/98

READOPTED: 3/18/98

reviewed: 4/11

STUDENT FUNDRAISING ACTIVITIES

Fundraisers and contests within the respective buildings shall have the approval of the building principal and Business Manager. Fundraisers or contests affecting more than the originating building shall not be conducted unless approved by the Superintendent.

The following guidelines are approved for fundraising activities in the West De Pere School District. Any questions regarding these guidelines, appropriateness or approval of fundraisers should be directed to the building Principals or the Superintendent/Business Manager.

- All approved district activity programs, will have an established budget, in an effort to eliminate the need for fundraising activities.
- If a budget does not exist, and money is required for a specific activity, the activity must provide a written explanation of how funding is to be derived, *without* resorting to fundraising activities. An activity is defined as a one-time event, which is not part of a recognized and established WDP activity program.
- Fundraising approval will occur at each individual building. The building Principal and Business Manager are responsible for this approval. The Principals will be required to keep each other advised of proposed fundraising activities so that there are no overlaps in types of fundraisers. (I.E. two fundraisers selling pizza)
- PreK-8 students shall not be involved in any fundraising programs off school property. Door to door or commercial vendor agreements are not allowed under any circumstance. Occasional sales such as ice cream, popcorn, or baked goods, etc., are permitted at the discretion of the building principal.
- Fundraising will not be allowed to support the acquisition of supplemental clothing for activity programs. The ordering of supplemental clothing is not being discouraged. These clothing items are generally personal in nature; t-shirts, sweatshirts, hats, etc., and do not become part of a program's uniform or required dress. Students should pay for these items individually as the items are theirs to keep after participation ends, and generally fundraising activities for items of this nature generally have a small percentage of students who do not participate (or who do substantially more than others), creating inequities and occasionally ill will within a program.

Students who cannot afford these personal items due to economic circumstances, should be referred by name to the Director of Student Activities for consideration of financial support from other sources.

- A limited number of large fundraisers at all of the WDP School District buildings will continue to occur. The exact number and types of these fundraisers cannot be quantified at this time, and will be determined by the Superintendent.
- External group fundraising activities within the West De Pere School District should be presented and approved by the West De Pere administration.

ADOPTED: 10/19/83

Reviewed: 10/4/90

REVISED: 9/3/92, 12/18/97, 6/21/04

Reviewed: 5/11

REVISED: 11/18/15

READOPTED: 12/16/15

FUNDRAISING POLICY AND GUIDELINES**Key Elements –**

1. A fundraiser:
 - Defined as any effort to sell a product, provide a service or solicit donations of cash or in-kind donations. It includes outright requests for cash or cash equivalents (stock, gift certificates, etc.), in-kind-contributions, raffles, sale of goods.
 - They highlight the specific mission, importance, and needs of the organization which is raising the funds.
 - They help to build community within the District and enthusiasm for its schools.
 - The activity must address the essential needs of the District/school and/or represent the identity and mission of the team/club.
2. Why do we need a policy and guidelines?

The District, school, and student activities each host numerous fundraisers critical to support our students.

 - Encourage future donations
 - Sheer number of events
 - Conflicting schedules
 - Feeling by community of being over-solicited (this includes companies/businesses – bulletin ads, auctions, golf outing, etc.)
 - To encourage long range planning for all student activities
 - To ensure that the purpose and outcome are transparent
 - Promote organized fundraising environment
 - Coordinate fundraising events with the school year
 - The relationship of trust between donor and fund-raiser requires that all funds collected be used for their intended purposes and funds collected are not absorbed by excessive fund-raising costs
 - Donors are to be informed regarding the use of donated funds and assured that any restrictions on the use of the funds by the donor will be honored
3. Purpose of policy and guidelines
 - a. Ensure a consistent and fair procedure for approving all fundraising activities, both existing and new
 - b. Eliminate conflicting events and overlapping events
 - c. Ensure that all receipts are handled and accounted for in accordance with internal financial controls of the district designated auditors.
4. Who/what is covered under the policy and guidelines
 - a. Any group or individual who is asking to sell a product, provide a service or solicit donations of cash or in-kind donations on behalf of the School District of West De Pere.
 - b. The school when asking to solicit to the community as a whole (does not include solicitation events school is doing to only school families).
 - c. These include any off-site locations where the purpose is to obtain additional funding for the organization; i.e. restaurants, parks or other places of business.
 - d. Fundraising for the benefit of a specific individual or family will not be sponsored by the School District of West De Pere.

FUNDRAISING POLICY AND GUIDELINES**Policy:**

1. Building Principals will be approving all requests. The Principal has the authority to delegate all or parts of the approval process. Certain request may be referred to the Board of Education for decision.
2. Once application is received by Business Manager, events will be placed tentatively on Fund Raising Calendar until approved by the Principal.
3. Approval needs to be completed prior to event.
4. All contracts need to be signed by the building principal and the Business Manager.
5. Alcohol and guns are not allowed as prizes for raffles, etc.
6. All fundraisers are to be conducted in such a manner as to include confidentiality and where necessary meet the requirements under the IRS code for charitable contributions.
7. Handling of Cash/inventory collected
 - a. All cash will be deposited in the building safe/lock box.
 - b. Cash/receipts cannot be taken home. They must be placed in a safe daily.
 - c. All cash/receipts will be documented and deposited in the appropriate school district account.
 - d. Petty cash funds are not permitted. All revenues, expenditures, and transactions shall flow through the pre-approved student activity account. There are no exceptions to this rule.
8. Deposits must be completed by two volunteers who will sign off and turn them into the business office. If the event involved inventory (i.e., trash bags, candy bars, discount cards, beverages) a detailed reconciliation of inventory on hand, inventory in process, inventory sold, and sales proceeds received shall be maintained by organization/committee responsible. This will need to be turned over to business manager every three months and/or upon completion of fundraiser.
9. Disbursement of cash/items
 - a. Check requests/invoices for expenses will be turned into business office ASAP. They must be approved by the chairperson/advisor the committee/organization has been assigned.
 - b. If final proceeds are to be sent to an organization outside of District, the chairperson/advisor will complete the check request.
 - c. Paying for expenses using the 'cash' from the fundraiser, (i.e., taking money from cash box to pay for items needed at last minute from store is prohibited. There are no exceptions to this rule.): If a time arises that more supplies are needed at the last minute ask the building principal what to do. The District may have an account that can be used at a nearby business.
10. Bingo/Raffles – must follow the Wisconsin code for gaming events. All appropriate federal and state forms (w-2g's), will be filed by the business office.
11. Permission must be obtained for the distribution of raffles and/or noise variance.

Process:

1. Recurring fundraising events need to be applied for at the beginning of each fiscal year.
2. Committees/Organizations must submit a completed application form to the Principal/Business Manager no later than one quarter prior to event. See schedule:

<u>Request must be received by</u>	<u>For fundraiser scheduled during</u>
April 15	July – September
July 15	October – December
October 15	January – March
January 15	April – June

FUNDRAISING POLICY AND GUIDELINES

3. Form needs to specify the purpose of the event, the goal, and what funds will be used for
4. Application must include a proposed detailed budget of anticipated incomes and expenses with final expected net proceeds.
5. Calendar of fundraising to be kept by Building Principal and updated bi-monthly
6. Principals will be approving all requests. The Principal has the authority to delegate all or parts of the approval process. Certain request may be referred to the Board of Education for decision.
7. Marketing of all fundraisers must be approved by the building principal.
8. In most cases a response from the Principal will be received within four weeks.
9. All events must have a start time/date and end time/date.

Guidelines for Approval Process:

- I. Approval process will be weighted on the following:

- Need based

- First come-first serve

- II. Preference will be given to previous events that have been proven successful.

- III. To allow room for all requests it is asked that groups/organizations not exceed two per year. Additional requests need to be approved by the Principal/Business Manager.

- IV. Fundraisers will be placed into one of three categories:

- a. Category 1 – Ongoing fundraiser

- b. Category 2 - Multiple times throughout the year

- c. Category 3 - One and done

- V. All fundraising activities are contingent upon all operations needs of the particular building/club or organization.

Reporting:

1. Within 15 business days of completion of fundraiser the committee/organization will receive an accounting from the business office. This is to be signed off by the advisor of event.
2. Within 30 business days of completion the advisor will report to organization/committee/Board of Education the financial report. A review of the event expectations will be done.
3. Within 30 business days of completion an update must be given to the Board by the organizing committee/organization. If the event is longer than 4 weeks – a periodic update must be given every 30 business days.
4. The building principal/Business Manager should be informed before, during and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt report of final totals, and acknowledgement of volunteers and supports of the fundraiser.

FIRST READING: 11/18/15

ADOPTED: 12/16/15

FUNDRAISING APPLICATION

Name of Event (fundraiser) _____

Requested date, start & end time of event _____

Organizing committee/organization:

Contact person, e-mail address & phone number:

Staff liaison advisor/chairperson assigned:

Purpose of event:

Location of event:

Who is the primary 'audience' for event?

Is this a continuous (more than 4 weekends in row), multiple date (2 -3 weekends), or a onetime event?

How will proceeds be used? _____

Anticipated revenue: \$ _____

Anticipated Expenses (continue on separate sheet if necessary):

Vendor name/Volunteer reimbursement

Estimated amount of expense

How many volunteer hours are anticipated to make this an effective event? _____

What is the goal of this event? _____

Are there tickets being sold? _____ If so, for how much? _____

Will you be soliciting prizes/gift from others? _____

Is this an outside event? Will there be a band (a noise variance will need to be applied for)? _____

FOR OFFICE USE ONLY Approved Not Approved

Principal's signature: _____ Date: _____

Business Manager's signature: _____ Date: _____

If not approved – reason: _____

DISTRICT WELLNESS POLICY

The administrators, faculty, and staff of the West De Pere School District believe that students are our most precious resource and are dedicated to creating the ideal conditions for learning to occur. The District recognizes that student health has a direct impact on quality of life as well as academic performance. It strives to educate students about making healthy lifestyle choices which can be carried into and enrich their adult lives. In an effort to help each student achieve optimum physical, social, and intellectual growth, the District is committed to providing an educational environment that promotes student wellness through regular physical activity and proper nutrition.

EDUCATION:**Student Education:**

The West De Pere School District is committed to the development of a comprehensive curriculum approach to nutrition and physical activity in kindergarten through 12th grade. All instructional staff will be encouraged to integrate wellness themes into daily lessons when appropriate. The District policy reinforces education to help students practice these themes in a supportive school environment. These wellness themes include but are not limited to:

- | | |
|----------------------------------|-------------------------------|
| *Knowledge of food guide pyramid | *Cardiovascular activity |
| *Healthy heart choices | *Strength training |
| *Sources and variety of foods | *Flexibility |
| *Healthy food choices | *Athletic training |
| *Diet and disease | *Stress management |
| *Understanding calories | *Active lifestyle choices |
| *Food labels | *Major nutrients |
| *Multicultural influences | *Serving sizes |
| *Proper sanitation | *Identify and limit junk food |

Parent Education:

Nutrition and physical activity education will be provided to parents in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles.

PHYSICAL ACTIVITY:

The West De Pere School District has a strong tradition of excellence in its offerings of interscholastic athletic opportunities as well as intramural sports. The District recognizes the value of regular physical activity and has invested in providing excellent athletic, exercise and physical education facilities. As a result, the District will:

- Continue to offer its athletic programs and intramurals
- Maintain and upgrade its facilities as well as make them available to the community
- Continue to offer and promote community activities involving physical activity
- Continue an education-based approach in physical education classes which promotes physical fitness and wellness
- Continue to stay in compliance with Wisconsin's Model Academic Standards in its Physical Education Programs

DISTRICT WELLNESS POLICY

Page 2

NUTRITION STANDARDS:

In recognition of the effect that nutrition has on the ability to concentrate and perform academically, the West De Pere School District will limit its offerings of foods and beverages before and during the school day, which could impair classroom performance. The District strongly encourages the sale or distribution of nutrient dense foods, which are those that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the District has adopted the following Nutrition Standards governing the sale of food, snack products and beverages on school grounds. It is recognized that there may be rare, special occasions when the school principal may allow a school group to deviate from these guidelines.

All Food Sold in School Must:

- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables, lean proteins.
- Any food (meal or snack) for sale from midnight – 30 minutes after the final dismissal bell of the instructional day will collectively:
 - ✓ Be a whole grain-rich product*; or
 - ✓ Have as the first ingredient a fruit, a vegetable, a dairy product or a protein food; or
 - ✓ Be a combination food that contains at least ¼ cup serving of fruit and/or vegetable; or
 - ✓ Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)**.
 - ✓ Contain no more than 35% of total calories from fat (exemptions apply to nuts, seeds and nut/seed butters)
 - ✓ Contain no more than 10% of calories from saturated fat (exemptions apply to nuts, seeds, and nut/seed butters)
 - ✓ Contain 0 grams of trans fat
 - ✓ Contain no more than 35% of weight from total sugars in foods (exemptions apply to dried fruit)

*Whole-grain rich products must be 51% or more whole grain, or have whole grain listed as the first ingredient

**On July 1, 2016, foods may not qualify using the 10% DV criteria

Snack Products:

- Encourage the consumption of nutrient dense snacks, i.e., whole grains, fresh fruits and vegetables, lean proteins.
- Any snack for sale from midnight – 30 minutes after the final dismissal bell of the instructional day will collectively:
 - ✓ Contain no more than 200 calories
 - ✓ Contain no more than 230 mg sodium*
- Comply with the USDA Smart Snacks for School Regulations

*On July 1, 2016, snack items must contain no more than 200 mg sodium per item

DISTRICT WELLNESS POLICY

Page 2

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 - ✓ Contain 0 grams of trans fat
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DISTRICT WELLNESS POLICY

Page 3

Entrée Items:

- Encourage the consumption of nutrient dense snacks, i.e., whole grains, fresh fruits and vegetables, lean proteins.
- Any entrée for sale from midnight – 30 minutes after the final dismissal bell of the instructional day will collectively:
 - ✓ A la carte items will contain no more than 350 calories
 - ✓ A la carte items will contain no more than 480 mg sodium
 - ✓ A la carte entrees will comply with the USDA Smart Snacks for Schools guidelines
 - ✓ National School Lunch Program (NSLP) and School Breakfast Program (SBP) meals will comply with the USDA NSLP and SBP menu regulations

Beverages:

- All schools may sell:
 - ✓ Plain water (with or without carbonation)
 - ✓ Unflavored fat free or low fat milk
 - ✓ Flavored fat free milk and milk alternatives permitted by the NSLP/SBP
 - ✓ 100% fruit or vegetable juice
 - ✓ 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners
- Elementary Schools may sell up to 8 oz. portions of milk and juice.
- Middle Schools and High Schools may sell up to 12 oz. portions of milk and juice.
- High Schools may also sell:
 - ✓ “No Calorie” and “Lower Calorie” beverages
 - No more than 20 oz. portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain <5 calories per 8 fl. oz. or no more than 10 calories per 20 fl. oz.
 - No more than 12 oz. portions of beverages with no more than 40 calories per 8 fl. oz. or no more than 60 calories per 12 fl. oz.

Fundraisers:

- Food items that meet nutrition requirements are not limited.
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.
- Per Wisconsin Department of Public Instruction mandate, The School District of West De Pere is allowed 2 fundraisers per student organization per school per year that allow foods that do not meet the Smart Snacks nutritional requirements.

DISTRICT WELLNESS POLICY

NUTRITION PROCEDURES:

School Nutrition Programs (NSLP and SBP):

- The school lunch and breakfast programs will offer a more varied menu.
- The full meal program will continue to follow the USDA Nutrition Standards regulations:

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^b Per Week (Minimum Per Day)					
Fruits (cups)^{c,d}	5 (1)^e	5 (1)^e	5 (1)^e	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)^{c,d}	0	0	0	¾ (¾)	¾ (¾)	5 (1)
Dark green^f	0	0	0	½	½	½
Red/Orange^f	0	0	0	¾	¾	1¼
Beans/Peas (Legumes)^f	0	0	0	½	½	½
Starchy^f	0	0	0	½	½	½
Other^{f,g}	0	0	0	½	½	¾
Additional Veg to Reach Total^h	0	0	0	1	1	1½
Grains (oz eq)ⁱ	≥7 (1)^j	≥8 (1)^j	≥9 (1)^j	≥8 (1)	≥8 (1)	≥10 (2)
Meats/Meat Alternates (oz eq)	0^k	0^k	0^k	≥8 (1)	≥9 (1)	≥10 (2)
Fluid milk (cups)^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal)^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg)^{n,p}	< 430	< 470	< 500	< 640	< 710	< 740
Trans fat^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^b Food items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ½ cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^g This category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAll grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

DISTRICT WELLNESS POLICY

Sodium Limits and Timeline		
<p>Target 1: SY 2014-15</p> <p>Lunch</p> <p>≤1230mg (K-5)</p> <p>≤1360mg (6-8)</p> <p>≤1420mg (9-12)</p> <p>Breakfast</p> <p>≤540mg (K-5)</p> <p>≤600mg (6-8)</p> <p>≤640mg (9-12)</p>	<p>Target 2: SY 2017-18</p> <p>Lunch</p> <p>≤935mg (K-5)</p> <p>≤1035mg (6-8)</p> <p>≤1080mg (9-12)</p> <p>Breakfast</p> <p>≤485mg (K-5)</p> <p>≤535mg (6-8)</p> <p>≤570mg (9-12)</p>	<p>Final target: 2022-23</p> <p>Lunch</p> <p>≤640mg (K-5)</p> <p>≤710mg (6-8)</p> <p>≤740mg (9-12)</p> <p>Breakfast</p> <p>≤430mg (K-5)</p> <p>≤470mg (6-8)</p> <p>≤500mg (9-12)</p>

Lunchroom Climate:

- A lunchroom environment that proves students with a relaxed, enjoyable climate should be developed.
- The lunchroom environment will be a place where students have:
 - Adequate space to eat and pleasant surroundings
 - Adequate time for meals in accordance with the recommendations of the School Nutrition Association of Wisconsin
 - Convenient access to hand washing facilities before meals

Teacher-to-Student Incentive:

Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the District Nutritional Standards.

Policy Implementation:

The building administrators shall have the operational responsibility for the implementation and monitoring of the District Wellness Policy. The District Wellness Committee will serve as a resource to the school sites and will help to monitor and make revisions as necessary. The committee membership includes the District Food Service Coordinator, Business Manager, Teachers, Staff Members, Administrators, School Board Members, Curriculum Director, parent representatives from each school level, student representatives, Physical Education and Health teachers, and the District Nurse.

Yearly progress reports will be posted to the School District Website.

FIRST READING: 4/20/06
 ADOPTED: 6/19/06
 REVISED: 8/18/15
 READOPTED: 9/23/15

TOBACCO /NICOTINE USE ON SCHOOL PREMISES

Tobacco and nicotine use is prohibited at all times on school premises. "School premises" include all property owned by, rented by or under the control of the School District of West De Pere.

Possession of tobacco or nicotine products by minors is prohibited.

The administrative staff shall inform students, staff and the general public about this policy and shall establish enforcement procedures.

For purposes of this policy, "Tobacco and nicotine use" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco, nicotine, or any other substance.

LEGAL REFERENCE: 1989 Wisconsin Act 209 (9/1/90)
Section 120.12(20), Wisconsin Statutes
De Pere City Ordinance

CROSS REFERENCE: 1336 - Drug-Free Schools
4115 - Drug-Free Workplace
Student Staff Handbook

ADOPTED: 9/20/90
REVISED: 11/5/92
REVISED: 3/15/04
READOPTED: 4/19/04
Reviewed: 5/11
REVISED: 4/9/14

READOPTED: 5/19/14

DRUG-FREE SCHOOLS

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. As such, use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws. Enforcement of this policy may include canine searches, breathalyzers, and/or undercover investigations.

The District will develop education, prevention, and assistance programs for both students and staff recognizing that punishment is not effective as a sole measure. The community will also be informed of the drug-free expectations via public notice and posting in appropriate places throughout district facilities.

The drug-free efforts and programs shall be evaluated as to the effectiveness of the program and enforcement of sanctions.

LEGAL REFERENCE: Federal Drug-Free Schools and Communities Act
Amendment of 1989 - PL 101-226
Wisconsin Act 209 -120.12(20)

CROSS REFERENCE: 1335 - Tobacco Use on School Premises
4115 - Drug-Free Workplace
5131.6 - Controlled Substances
Student Staff Handbook
5145 - Interviews by Law Officers
5146 - Police-School Liaison Program

ADOPTED: 10/15/90
REVISED: 6/19/97
REVISED: 3/15/04
READOPTED: 4/19/04
Reviewed: 5/11
REVISED: 4/9/14

READOPTED: 5/19/14

FEDERAL GOVERNMENT

Funds for educational purposes made available by the federal government will be accepted by the district so long as the conditions of their availability are in harmony with the purposes and policies of the district and the state statutes. All applications for federally funded programs shall have prior Board approval.

ADOPTED: 3/21/72

REVISED: 11/19/80

reviewed: 7/9/98, 12/20/11

PUBLIC LAW 81-874 (IMPACT AID)

It is policy of the West De Pere School District that all Indian students shall be given the opportunity to participate in all school programs on an equal basis.

PL 81-874 program applications, evaluations, and planned program expenditures or any program changes shall be reviewed with the local parent committee, the Oneida Business Committee, and any other impacted groups, and the School Board. The review shall include, but not be limited to, accountability of specific program, application, evaluation, and planned program expenditures. This review shall be done annually. Minutes shall be taken and kept on file for public review with the application, evaluation, and planned program expenditures.

In the review process of applications, evaluations, and planned program expenditures, the West De Pere School Board and/or its representative(s) namely the policy committee and district administrator, shall enter into meaningful dialogue that is effective to consult and involve parents of Indian children.

Parents of Indian children and Oneida Business Committee officials, and any other impacted groups will present views, recommendations, and questions at the above annual meeting concerning the Indian students attending the West De Pere Schools.

The West De Pere School District agrees to comply with the rules and regulations promulgated to implement PL 81-874 and all succeeding legislation. Any grievance concerning this policy shall follow state legislation.

ADOPTED: 6/16/88
REVISED: 12/17/91
REVISED: 6/19/97
REVISED: 12/15/05
READOPTED: 1/9/06

committee reviewed: 1/13/09, 12/8/09, 12/10, 12/20/11, 12/19/12,
reviewed: 12/18/13, 12/17/14, 12/16/15

Public Law 81-874 Policy and Procedures

1. Each year, a joint meeting of district officials, Oneida Business Committee officials, any other impacted groups, and Indian parents will be held to seek input from the Indian community concerning the education of Indian children attending the West De Pere schools. [34 CFR 223.11(a)(1)]
2. Included in the discussion (as per 1. above) will be a review of school data as well as comments from the Oneida Business Committee officials, and any other impacted groups, and parents to assess the extent of the participation of the Indian children in the total educational program on an equal basis. [34 CFR 223.11(a)(2)]
3. If it is perceived that an educational program(s) needs modification, a task force consisting of the director of student services, curriculum director, teachers, administrators, parents, and Oneida Business Committee officials, and any other impacted groups will be formed to review the area of concern. It will be the responsibility to, if necessary, recommend to the School Board procedures by which equal participation can be accomplished. [34 CFR 223.11(a)(3)]
4. The District's annual performance disclosure report shall be made available to all district residents. Annually as per Board Policy 1447, the parents of Indian students and Business Committee officials, and any other impacted groups shall be notified of the review of the PL 81-874 grant applications concerning Indian children. A copy of the P.L. 874 application, programs and plans and evaluations will be mailed to the Oneida Business Committee officials and any other impacted groups when they become available. A summary of these items will be sent home to the parents of Indian students through correspondence from the district with a note that these items in full will be sent upon request. [34 CFR 223.11(b)(1); 223.10(b)]
5. PL 81-874 materials and applications will be distributed for Indian parent and Oneida Business Committee officials, and any other impacted groups review in a timely fashion. Following the distribution of such application and materials, as stated in school board policy 1447, parents and Oneida Business Committee officials, and any other impacted groups will have an opportunity to present their views at the meeting held annually. Information about the meeting will be disseminated through newsletters and mailings to the Oneida Business Committee officials and parents committee. [34 CFR 223.11(b)(2)]
6. The District will actively consult with the involved Oneida Business Committee officials, and any other impacted groups, and parents in the planning and development of programs assisted with PL 81-874 funds as described in number 1 through 5 above. [34 CFR 223.11(c)]
7. Annually, the district shall meet with Oneida Business Committee officials, and any other impacted groups, and parents to gain insight into the concerns of the Indian community to assist the Board in their decision making process. Proper legal notification of the meeting date, time, and place will be provided. [34 CFE 223.11d); 34 223.10(d)]
8. The Indian Parent Committee and Oneida Business Committee officials, and any other impacted groups shall serve as the task force to review Indian input, opportunity for input, and District response to the Indian comments. If necessary, this committee shall make recommendations for Indian policies and procedures to the School Board. [34 CFR 223.11(e)]

ADOPTED: 11/30/88
 REVISED: 1/18/90
 REVISED: 12/17/91
 REVISED: 6/19/97
 REVISED: 12/15/05
 READOPTED: 1/9/06
 committee reviewed 1/13/09, 12/8/09
 REVISED: 12/15/10
 READOPTED: 1/12/11
 reviewed: 12/20/11, 12/19/12, 12/18/13, 12/17/14, 12/16/15

SCHOOL DISTRICT OF WEST DE PERE 1600

**RELATIONS BETWEEN NON-PUBLIC AND OTHER
EDUCATIONAL ORGANIZATION AND THE SCHOOLS**

The Board recognizes the need and the worth of cooperative relationships with other schools, colleges, and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statute, state regulations, and Board policy.

ADOPTED: 3/21/72

reviewed: 12/10

SCHOOL DISTRICT OF WEST DE PERE 1700
SCHOOL DISTRICT RECORDS RETENTION

It shall be the policy of the School District of West De Pere to adopt and follow the School District Records Retention Schedule (SDRRS) as prescribed and maintained by the Department of Public Instruction.

The Superintendent shall provide complete and current copies of the SDRRS to each administrative office within the district. Administrators and other appropriate staff shall be trained and updated on a regular basis for proper implementation.

While the Superintendent is ultimately responsible for proper record keeping in the district, such duties may be delegated to staff as deemed appropriate by job descriptions and duties.

LEGAL REFERENCES: EDGAR
 Wis Statutes Sections 16, 19, 44, 59, 118

CROSS REFERENCES: 5120 - Student Records
 Wisconsin Records Retention Schedule-WI DPI

FIRST READING: 7/18/91

ADOPTED: 8/15/91

reviewed: 12/20/11