



AGENDA

Wisconsin Rapids Board of Education
Educational Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · (715) 424-6701

Katie Bielski-Medina, Chairperson
John Benbow, Jr.
Troy Bier
Larry Davis
John Krings, President
Kathi Stebbins-Hintz
Julie Timm

July 10, 2023

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

TIME: 6:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

IV. Actionable Items

- a. Pupil Academic Standards
- b. Playworks
- c. Families and Schools Together (FAST) Program Expansion
- d. Equity Walks
- e. Education for Homeless and Youth (EHY) Grant
- f. Adoption of the Wisconsin General Records Schedule and Approval of Public Records Policy Changes for First Reading

V. Updates

- a. Reading Corps and Future Forward
- b. Achievement Gap Reduction (AGR) End of Year Report

VI. Consent Agenda Items

VII. Future Agenda Items/Information Requests

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda however, no deliberation or action will be taken by other Committees or the full Board of Education.



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BACKGROUND

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LOCATION: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
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TIME: 6:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment
- IV. Actionable Items
 - a. Pupil Academic Standards

Pursuant to Section 120.12(13) and Section 118.30(1g)(a)1 of the Wisconsin State Statutes, districts are required to provide notification surrounding pupil academic standards. This notice includes identifying the pupil academic standards adopted by the Board of Education that will be in effect for the school year. Parents will be provided notice of this information through the Wisconsin Rapids Public Schools (WRPS) website. Attachment A sets out the pupil academic standards on which the WRPS curriculum is based. Jennifer Wilhorn, Assistant Director of Curriculum and Instruction will be present to answer questions.

The administration recommends approval of the Pupil Academic Standards as presented.

- b. Playworks

The frequency of office referrals during recess, whether it's lunch recess or classroom recess, is continuously increasing. Elementary schools have made efforts to address these behavioral concerns by implementing various strategies such as lunch bunch groups, increased adult supervision, establishing a common language, and other proactive measures. However, many students struggle with knowing how to engage in unstructured play environments.

Since numerous students participate in organized sports with coaches and referees, they encounter difficulties when faced with a recess situation without adult support, leading to disagreements and a lack of conflict resolution skills. Play serves as a link between unstructured play and organized sports, and equipping students with a well-established plan can help them navigate the playground more effectively.

Playworks is an evidence-based program that offers children an opportunity to develop and practice critical social-emotional skills through play. By partnering with elementary schools, Playworks provides an on-site coordinator who teaches, models, and empowers the implementation of a sustainable recess program. The program includes four days of on-site training, consulting, and capacity building. A Playworks trainer demonstrates and teaches strategies, games, and systems to foster a positive educational culture, starting with recess. Each school will have a designated recess coach who leads the program and ensures a well-functioning recess throughout the school year. Additionally, a recess team will support the recess lead in maintaining a positive recess climate. Students in 4th and 5th grade will serve as "Junior Coaches," leading games, assisting with conflict resolution, and serving as role models during recess. By implementing consistent language and systems, including coaches and junior coaches, schools can create a safer and more engaging play environment for all students. Empowering 4th and 5th graders to take on leadership roles will greatly benefit the school community. Mr. Steve Hepp, Director of Pupil Services, will answer questions the committee may have.

The Playworks program will be implemented at Grant, Grove, Howe, and THINK elementary schools during the 2023-2024 school year. The total cost for this program is \$68,000, which will be funded by the Get Kids Ahead Grant.

The administration recommends approval of the implementation of the Playworks Program at Grant, Grove, Howe and THINK elementary schools during the 2023-2024 school year at the cost of \$68,000 to be funded through the Get Kids Ahead Grant.

c. Families and Schools Together (FAST) Program Extension

FAST (Families and Schools Together) is an internationally acclaimed parent engagement program shown to help children succeed at school by building stronger, more supportive relationships at home. Built on evidence-based practices and rigorously tested, FAST empowers parents to become more effective family leaders, connects families to schools, and creates a community engaged in children's well-being and education. FAST Activities are designed to strengthen family bonds, empower parents, increase positive communication and improve the child's overall academic performance and emotional functioning. In a FAST Cycle, families meet for eight weeks. The weekly sessions follow a prescribed format of activities whose effectiveness have been demonstrated through research. FAST Sessions are led by a team that empowers parents and connects families to school and community. This team includes one parent partner, school staff, and two community partners. During the 2022-2023 school year Pitsch Early Learning Center and Washington Elementary School each completed one FAST training cycle. Pitsch and Washington will continue to implement FAST during the 2023-2024 School year.

WRPS would like to contract with Families and School Together, Inc. to implement the program at Grove and Howe Elementary Schools for a total cost of \$14,000. Each of the FAST team members will receive a stipend based on their involvement. The total amount of the stipends is estimated to be \$15,280. Funds from the Get Kids Ahead Grant will be used to pay for the FAST program.

The administration recommends approval of expanding the Families and Schools Together (FAST) Program to include Grove and Howe elementary schools for the 2023-2024 school year at a total cost of \$14,000 for implementation as well as approving the stipends, estimated at \$15,280, for Pitsch, Washington, Grove and Howe elementary schools to provide the FAST program. These costs will be funded through the Get Kids Ahead Grant.

d. Equity Walks

During the 2022-2023 school year three schools (Grove, Howe and Mead Elementary Schools) partnered with CESA 6's Center 4All to complete equity walks within their buildings. The purpose of this was to gather observational data to confirm or challenge assumptions about school improvement and equity and identify areas that may have been overlooked. Center 4All consultants and school staff worked together to collect data, which was included in a report for each individual building and a system-wide district report (Attachment B). The reports will be used for planning, goal-setting, and inclusive conversation, and will be discussed with the leadership teams to determine next steps.

For the 2023-2024 school year, WRPS will partner with the Center 4All to complete equity walks for Grant, Lincoln, Pitsch, River Cities, THINK, Washington, Woodside and WRAMS. The contract includes the 7 days for the equity walks, data collection/analysis, lodging/mileage reimbursement, and presentation on findings. Due to being identified as disproportionate, WRPS must budget 15% of IDEA Part B funds for comprehensive coordinated early intervening services (CCEIS) to address the root cause of racial disproportionality, as identified through continuous improvement activities. These Equity Walks are considered a continuous improvement activity and will be funded through these IDEA Part B funds. The total cost of the Equity Walks contract is \$29,467.78. A summary of the 2023-24 costs is included as Attachment B.

The administration recommends approval of WRPS partnering with Center 4All to complete equity walks for Grant, Lincoln, Pitsch, River Cities, THINK, Washington, Woodside and WRAMS at a total cost of \$29,467.78 to be funded through IDEA Part B funds.

e. Education for Homeless and Youth (EHCY) Grant

In April, the district submitted the Education for Homeless Children and Youth (EHCY) Grant application, asking for \$40,000 yearly over the next three years. The application focused on increasing academic outcomes for students experiencing homelessness. WRPS has been awarded this grant.

The administration recommends the acceptance of the EHCY grant for \$40,000 annually over the next 3 years.

f. Public Records Policy Changes – First Reading

Action – Approval of the Adoption of the Wisconsin General Records Schedule (GRS) and Affiliated Records Retention Schedules

A number of years ago, the District adopted the Wisconsin Records Retention Schedule for School Districts (WRRSSD) to guide the process of handling records, particularly when they have become obsolete. On March 20, 2023, the Public Records Board (PRB) approved the General Records Schedule (GRS) for Wisconsin Public School District and Related Records, which replaces the WRRSSD. The GRS and WRRSSD are different in that the WRRSSD gave school districts the option to adopt one (1) retention schedule for all records that were likely to be maintained by school districts, regardless of whether those records were unique to school districts; and the GRS only includes record retention periods for records that are unique to school districts. As a result, school districts need to adopt up to eleven (11) records retention schedules, including the GRS, if those districts wish to dispose of their public records prior to the seven (7) year statutory retention period set forth in Wis. Stat. § 19.21(6). The eleven records retention schedules being proposed for adoption include:

- ◇ Administrative Records
- ◇ Budget Records
- ◇ Facilities Management Records
- ◇ Fiscal and Accounting Records
- ◇ Human Resources Records
- ◇ Information Technology Records
- ◇ Payroll and Benefits Records
- ◇ Purchasing and Procurement Records
- ◇ Risk Management Records
- ◇ School District Records
- ◇ Municipal Records

Should the District move ahead to adopt the retention schedules, the next step in the process will be to complete a “Notification of Adoption” form for each schedule to submit to the Wisconsin Historical Society (WHS) for formal authorization from the WHS and PRB (see Attachment G). There has been no indication from the PRB or the Department of Public Instruction (DPI) that adopting all eleven records retention schedules would create conflicts between the record retention periods identified in the schedules. The DPI has prepared an informational crosswalk document to aid school districts in understanding the changes from the WRRSSD to the GRS and other records retention schedules.

The administration recommends approval to fully adopt the Wisconsin General Records Schedule and eleven affiliated records retention schedules as developed by the Public Records Board, and to submit the required Notification of General Records Schedule Adoption forms to the Public Records Board for processing.

Action – Approval of Recommended Policy and Resolution Revisions

Policy 347 Rule – Guidelines for the Control and Maintenance of Student Records (first reading) – Attachment C

Policy 525 – Personnel Records (first reading) – Attachment D

Policy 823 – Access to Public Records (first reading) – Attachment E

Resolution Regarding Procedures for Release of Public Records and Property – Attachment F

With the approval to adopt the General Records Schedule (GRS) and affiliated records retention schedules, relevant Board policies that speak to records retention need to be updated. Suggested revisions have been incorporated into Board Policies 347 Rule – Guidelines for the Control and Maintenance of Student Records, 525 – Personnel Records, 823 – Access to Public Records, as well as the Resolution Regarding Procedures for Release of Public Records and Property.

The administration recommends first reading approval of Board Policies 347 Rule – Guidelines for the Control and Maintenance of Student Records, 525 – Personnel Records, 823 – Access to Public Records, as well as proposed updates to the Resolution Regarding Procedures for Release of Public Records and Property.

V. Updates

a. Reading Corps and Future Forward

Ms. Wilhorn will provide an update on Reading Corps and Future Forward.

Reading Corps has more than 1,500 tutors serving in twelve states and Washington D.C. It combines the power of national service with literacy science to deliver proven approaches that help struggling learners transform into confident students - something that translates into all areas of their lives. Because Reading Corps tutors are in the schools on a full-time (in most cases) or part-time basis, they provide consistent, daily tutoring, which is the reason why this model has a greater impact on student success. Tutors commit to a year or more of service and receive rigorous training plus ongoing expert literacy coaching throughout the year. With the use of rich data assessments, they ensure their efforts produce the desired results – helping children achieve grade-level reading proficiency. Currently Washington Elementary School, Grant Elementary School and THINK Academy utilize the Reading Corp program.

Future Forward is a support system for K-3 struggling readers that reaches children through a multi-tiered model that affects multiple aspects of their daily experience. Future Forward integrates one-on-one tutoring and family engagement. Future Forward is supervised by a certified teacher with dedicated space to support literacy instruction and house Future Forward curriculum and materials. The Future Forward program is freestanding, using dedicated staff and resources, yet has the full collaboration of school administrators and classroom teachers. Currently Howe Elementary School and Grove Elementary School partner with Boys and Girls Club to utilize the Future Forward program.

b. Achievement Gap Reduction (AGR) End of Year Report

Per Wis. State Statute sec. 118.44(4)(d), school districts that have an approved Achievement Gap Reduction (AGR) contract must present an end-of-year report to the school board. The report must contain information on the schools' implementation of the AGR contract requirements, performance objectives, and success in attaining the objectives. The detailed AGR report is included as Attachment H and will be presented by Ms. Wilhorn.

VI. Consent Agenda Items

Committee members will be asked to decide which items should be placed on the consent agenda for the regular Board of Education meeting.

VII. Future Agenda Items/Information Requests

Agenda items are determined by the Committee Chair after consultation with appropriate administration depending upon other agenda items, presentation information, and agenda availability.

Future agenda items/information requests include, but are not limited to:

- Seclusion and Restraint Report (August)
- Board Policy 354 Student Travel (August)
- Nurse Handbook (August)
- Parent Council for Instructional Improvement Representative (September)
- ESSA Update (September)

NOTICE of Student Academic Standards in Effect for 2023-24 School Year

Academic Standards are statements that identify what students should know and be able to do. Standards serve as goals for teaching and learning. Academic Standards constitute only part of the curriculum. Once standards are identified, curriculum must be developed that helps students meet and go beyond the standards. Curriculum includes standards, essential questions, benchmarks, instructional strategies, activities, resources, and assessments.

Wisconsin Rapids Public Schools (WRPS) utilizes a committee process to identify standards and develop curriculum. A committee exists for each discipline. After curriculum is developed, it is presented to the WRPS Council for Instructional Improvement and Board of Education for approval. Curriculum is studied and revised on a ten or seven year cycle. Curriculum Committees may utilize standards from one or several state and/or national organizations, including all or parts of the standards. WRPS curriculum committees generally rely on state standards promulgated by the Wisconsin Department of Public Instruction. The chart below indicates what set of standards each WRPS curriculum committee utilized in developing their most recent curriculum.

Discipline	Standards
Agriculture	<ul style="list-style-type: none"> ● Wisconsin Standards for Agriculture, Food, and Natural Resources
Art	<ul style="list-style-type: none"> ● Wisconsin's Model Academic Standards for Art and Design Education
Business, Marketing & Information Technology	<ul style="list-style-type: none"> ● Wisconsin Standards for Business & Information Technology ● Wisconsin's Model Academic Standards for Personal Financial Literacy ● Wisconsin Standards for Marketing, Management & Entrepreneurship ● Wisconsin Standards for English/Language Arts ● Wisconsin Common Career Technical Standards ● Wisconsin Standards for Computer Science
Counseling and Guidance	<ul style="list-style-type: none"> ● American School Counselors Association National Model ● Wisconsin's Model Academic Standards for School Counseling ● K-12 College and Career Readiness Standards
English/Language Arts	<ul style="list-style-type: none"> ● Wisconsin Standards for English/Language Arts ● Wisconsin Standards for Theatre
Family and Consumer Sciences	<ul style="list-style-type: none"> ● Wisconsin Standards for Family and Consumer Sciences ● Wisconsin Common Career Technical Standards ● Wisconsin's Model Academic Standards for Personal Financial Literacy

Health	<ul style="list-style-type: none"> ● Wisconsin Standards for Health Education ● Wisconsin Standards for Health Science
Information & Technology Literacy	<ul style="list-style-type: none"> ● Wisconsin Standards for Information and Technology Literacy
Math	<ul style="list-style-type: none"> ● Wisconsin Standards for Mathematics ● Wisconsin Model Academic Standards for Personal Financial Literacy
Music	<ul style="list-style-type: none"> ● Wisconsin Standards for Music ● National Core Standards - 2014 Music Standards
Physical Education	<ul style="list-style-type: none"> ● Wisconsin Standards for Physical Education ● Wisconsin Standards for Dance
Science	<ul style="list-style-type: none"> ● Next Generation Science Standards ● Wisconsin Standards for Science ● Wisconsin State Standards for Literacy in all Subjects ● Wisconsin Standards for Environmental Literacy and Sustainability
Social Studies	<ul style="list-style-type: none"> ● Wisconsin Standards for Social Studies ● Wisconsin's Model Academic Standards for Personal Financial Literacy ● Wisconsin State Standards for Literacy in all Subjects ● Wisconsin Standards for Environmental Literacy and Sustainability
Technology & Engineering	<ul style="list-style-type: none"> ● Wisconsin Standards for Technology and Engineering ● Wisconsin Common Career Technical Standards
World Languages	<ul style="list-style-type: none"> ● Wisconsin Standards for World Languages ● World Readiness Standards for Learning Languages

Goal of Partnership Services

- Grow the capacity of the organization to examine, develop, and sustain equitable practices, policies, and procedures
- Build the awareness and the intercultural competence of the Equity Committee
- Create action steps to create a more culturally affirming climate
- Support accountability and follow through of personalized goals to grow intercultural competence

Logistics	Audience	Content and Format	Subtotal
<p>Dates: Virtual 45 Minute Launch: <i>To Be Determined</i></p> <p>Virtual 1:1 IDI Debriefs: <i>To Be Determined</i></p> <p>Group Debrief In-person 3 Hours: <i>12:30-3:30</i> <i>Date to be determined</i></p>	<p>Leadership Team/ Equity Committee (30 people)</p>	<p>Intercultural Development Inventory (IDI)</p> <p>Purpose: To gather baseline data regarding the leadership team's intercultural competence to inform future action steps</p> <p>Expected Outcomes:</p> <ul style="list-style-type: none"> • One-Hour Launch with Q&A: Informational session to develop a common understanding of what the IDI is • One-on-one confidential consultation for each person (45-60 minutes each) <ul style="list-style-type: none"> ○ Individual Profile Report of the IDI results Sample Report ○ Customized Intercultural Development Plan for each person Sample Plan • Whole Group Debrief to identify next steps for the organization - 3 hour event <ul style="list-style-type: none"> ○ Group Profile Report Sample Group Report ○ Action Planning Time to determine next best steps <p>Recommendation: <i>re-assess the intercultural competence of your staff 12-24 months after the initial use of the Intercultural Development Inventory, and use that measurement to readjust your next steps.</i></p>	<p>\$11,993.88</p>
<p><i>This is the completion of the Equity Walks</i></p>	<p>A site team consisting of the building principal</p>	<p>Complete YEAR One Equity Walk and Report</p> <p>Purpose: To gather baseline data of specific components of the school system to guide</p>	<p>\$29,467.78</p>

<p><i>focused on the environment and relationships. It consists of eight schools . (7 days)</i></p> <p>Dates: Late October or November 2023 for the Equity Walks</p> <p>December date for presentation</p> <p>Time: Generally, 1 day at each school; we will spend 2 days at the high school; we will combine Pitch with another school on the same day; we will combine River Cities High School with another school on the same day</p> <p>Location: On-site at each school</p>	<p>and two other representatives from each school</p>	<p>future conversations about the goals and areas for improvement within these specific components. It will also identify various areas of growth that may have been previously overlooked. Year 1 is focused on environments and relationships. Year one is focused on environments and relationships.</p> <p>GOALS</p> <ul style="list-style-type: none"> ➤ Develop a shared system of accountability ➤ Guide workforce excellence through targeted training ➤ Increase student and family engagement ➤ Close the achievement/opportunity gap ➤ Enable educators and leaders to identify and thus avoid patterns of thinking and behavior that limit the possibilities of creating equitable school environments for underrepresented student groups <p>Expected Outcomes:</p> <ul style="list-style-type: none"> ● Align school team around look-fors regarding each indicator ● Walkthrough observing all areas of each school: classrooms, hallways, cafeteria, bathrooms, playground, library, gym ● “Google Form” for students, staff, and families to gather all stakeholders’ voices in this conversation (available in English, Spanish, and Hmong); a paper form in these 3 languages is also available ● Summary of findings with recommendations ● Facilitated debrief and reflection with each school team after each Equity Walk ● Develop a greater understanding of the student experience in predetermined areas <p>Notes:</p> <ul style="list-style-type: none"> ● The expectation is that the district will communicate findings with the community and staff. ● Typically... <ul style="list-style-type: none"> ○ Year 1 will focus on the <i>environment and relationships</i>. ○ Year 2 will focus on <i>instructional strategies and school culture</i>. ○ Year 3 will focus on <i>classroom resources/curriculum</i>. 	
<p>Dates: 1 day in August or September</p> <p>Time: 8:30-11:30</p> <p>Location: In-person</p>	<p>The Leadership Team (admin and equity committee)</p>	<p>Strategic DEIB Development</p> <p>Purpose: Grow the capacity of the organization by:</p> <ul style="list-style-type: none"> ● Aligning language, values, and vision ● Articulating collective commitments and goals to guide future decisions ● Identifying and examining quantitative and qualitative data to reflect on the continuous improvement related to the Strategic Plan <p>Expected Outcomes:</p> <ul style="list-style-type: none"> ● Support Opportunities for meaningful dialogue ● Foster team-building to create a brave environment 	<p>\$3,091.26</p>

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| | | <ul style="list-style-type: none">● Create team alignment with vocabulary● Review & Analyze Results of the Equity Walk● If we had additional sessions, we would also:<ul style="list-style-type: none">○ Examine disaggregated Data Dive of Qualitative and Quantitative data (including relational behavior referrals as well as Special Ed. referrals, attendance, achievement, AP and advanced courses, co-curricular involvement, scholarships○ Craft Inclusion Commitments - statements created by all staff and refined by leadership regarding beliefs in the areas of environment, relationships, instructional strategies, school culture, and classroom resources○ Analyze IDI action steps from group debrief | |
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347 – RULE (1) GUIDELINES FOR THE CONTROL AND MAINTENANCE OF STUDENT RECORDS

Definitions

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

- a. Progress records include a statement of the courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records and the student's attendance records.
- b. Behavioral records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records and any other student records that are not progress records.
 - (1) Law enforcement agency records include those records obtained from a law enforcement agency relating to (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
 - (2) Law enforcement unit records include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: 1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or 2) maintain the physical security and safety of a public school.
 - (3) Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- c. Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

- d. Patient health records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student “physical health records” definition above.
- e. The following information is designated in the District as directory data and may be released upon request in accordance with law and District procedures: Student's name, present address, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.

Confidentiality

Individuals collecting or using personally identifiable information in the district will receive training or instruction regarding security and state and federal confidentiality requirements.

All student progress and behavioral records are confidential, with the following exceptions:

- a. A student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records. The inspection of progress records by the parent(s)/guardian(s), minor student, or adult student must take place in the presence of a designated school employee. Initial copies of student records will be provided on request at no cost and within a reasonable time period after inspection. Additional copies may be provided at a cost of 15 cents per page.
- b. An adult student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.
- c. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student's dispositional order under state law, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records must be disclosed to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records: 1) concern the juvenile justice system and the system's ability to effectively serve the student, 2) relate to an ongoing investigation, or 3) pending delinquency petition, and 4) that they will not be disclosed to any other person except as authorized by law.
- h. The District may disclose student records to appropriate parties in connection with an emergency if

knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: 1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and 2) the parties to whom the District disclosed the information.

- i. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.
- j. The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.
- k. Student records shall be made available to school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibilities.
 1. Law enforcement records may be made available to those school officials with legitimate educational interests (including safety interests) in the information. If law enforcement record information obtained by the District relates to a district student, the information may also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for students enrolled in the District.

The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.

2. Court records obtained by the District must be disclosed to district employees who work directly

with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's co-curricular code.

- l. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of the behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written permission form.
- m. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
- n. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
- o. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.
- p. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
- q. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- r. Except as otherwise provided below, directory data may be disclosed to any person, if the school has (a) notified the adult student or parent/legal guardian of a minor student of the categories of information which it has designated as directory data, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school in writing that all or any part of the directory data may not be released.

Parents/guardians will complete their Directory Data consent intent on an annual basis through the "Online Enrollment Verification" process via the Student Database Management system. If no request to withhold directory data is received, directory data will be released in accordance with federal and state law. The District will not release directory data earlier than 14 days after the Online Enrollment Verification process opens, or after the District has been otherwise restricted from doing so by the adult student or parents/guardians submitting a written request in this regard.

1. If the District has followed the notification procedure outlined above, and the adult student or parent/legal guardian does not object to the directory data being released, a college board must be provided, upon request, with the name and address of each student who is expected to graduate from high school in the current school year.
2. If the District has followed the notification procedure outlined above, and the adult student or

parent/ legal guardian does not object to the directory data being released, the Board Clerk or his/her designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22, or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.

3. Directory data shall not be released for commercial or promotional purposes. "Commercial" shall be defined as the intent or design to make a financial profit or gain. "Promotional" shall be defined as contributing to the growth or prosperity of the party making the request.
 4. Directory data may be released to organizations such as colleges and universities, technical colleges and armed forces recruiters when the request is for educational or career opportunity purposes.
 5. A secondary school student or the parent of the student may request through the Online Enrollment Verification process that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental/adult student consent. Requests of this nature will be honored by our district.
- s. The Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- t. The Board shall, on or before August 15 of each year, report to the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- u. Student patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a district employee or agent if he/she is responsible for the preparation or storage of such records or access to such records is necessary to comply with a state or federal law requirement. Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) shall be confidential and may be disclosed only with the informed written consent of the test subject or his/her authorized representative.
- v. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

Parent Access to Records

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

Amendment of Records at Parent's/Guardian's Request

A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request in writing that the District amend the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing. The request for a hearing shall be filed in writing with the District Administrator or designee. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

The parent(s)/guardian(s) or adult student shall be informed of the decision within a reasonable period of time after the hearing. If the District decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly. If the District decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the parent(s)/guardian(s) or adult student shall be informed of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the District. The explanation shall be maintained as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion are disclosed to any party, the explanation shall also be disclosed to that party.

Maintenance, Disclosure, and Destruction of Records

- a. While students are attending school, their progress, behavioral, and health records will be maintained in the school of attendance while special education records in their original form are maintained at the District central administrative office. Law enforcement unit records, pupil services records, and student physical health and patient health care records shall be maintained separately from a student's other student records. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be maintained in accordance with the ~~Wisconsin Records Retention Schedule~~ **Wisconsin General Records Schedules**. Pupil records are the property of the District, and will be maintained by the school until a transfer request is received from another school or school district at which the pupil has enrolled.
- b. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. Except as otherwise provided, all requests for inspection or for transfer to another school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. Upon transfer of student records to the central administrative office, the District Administrator or his/her qualified designee shall assume these duties.
- c. Records should be kept under lock and key at all times, under the supervision of the designated employee. Computerized data banks pose special problems of maintenance, security and access. Any procedures developed for handling information located in computerized data banks shall be in accordance with all procedures outlined herein.

118.125	118.126
118.127	118.51(8)
118.52(10)	146.81 – 146.84
252.04	252.15
767.41(7)	938.396
950.08(2w)	

Chapter 19, Subchapter IV
 Family Educational Rights and Privacy Act [20 U.S.C. Section 1232g, 34 C.F.R. Sec. 99]
 Individuals with Disabilities Education Act [34 C.F.R. part 300]
 Elementary and Secondary Education Act [20 U.S.C. § 7908]
 National School Lunch Program
 No Child Left Behind Act of 2001 (Section 9528)
 Protection of Pupil Rights Provision of General Education Provisions Act
 U.S.A. Patriot Act
 Wisconsin Act 309

CROSS REF.: 347 – Student Records
 347 Rule (2) – Student Records Files
 347 Exhibit – Request to Disclose Directory Information
 823 – Access to Public Records
 (WI DPI Publication) - Student Records & Confidentiality
~~Wisconsin Records Retention Schedule~~
Wisconsin General Records Schedules (GRS) of Retention

APPROVED: November 11, 1974

REVISED: September 1985
 September 1993
 April 9, 2001
 September 9, 2002
 September 12, 2011
 September 8, 2014
 August 10, 2015
 November 12, 2018
 June 14, 2021
TBD

525 PERSONNEL RECORDS

A personnel file shall be maintained for each employee and shall contain such information as application, credentials, transcripts, references and other pertinent information concerning the employee. Personnel files shall be maintained in the district office. Staff ~~physical examination~~ health and medical records shall be maintained in separate files from other personnel records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to state and federal law, and established procedures, ~~and negotiated employee agreements if applicable.~~

LEGAL REF.: Section 103.13 Wisconsin Statutes
Chapter 19, Subchapters II and IV
Americans with Disabilities Act of 1990

CROSS REF.: 523.1, Staff Physical Examinations
824 Rule, Access to Public Records Procedures
~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: January 14, 2002
TBD

823 ACCESS TO PUBLIC RECORDS

Access to public records of the School District of Wisconsin Rapids shall be granted to any citizen during normal hours of business, in accordance with state law and established procedures. This does not apply to student records or other records specifically exempt from disclosure by state or federal law. Requests for access to public records may be denied only in accordance with law.

The legal custodian of all records of the District shall be the Superintendent, or in the absence of the Superintendent, the Director of Business Services. Examination of public records will be made in the presence of the individual designated as the custodian regularly responsible for maintenance of files. Fees may be charged for research and reproduction of public records, in accordance with state law and established procedures.

The legal custodian of records shall restrict access to certain types of District records to the extent required by law. For purposes of open records law, Wis. Stats. § 19.32(1bg) defines “employee” as any individual who is employed by an authority (such as WRPS), other than an individual holding local public office (***Board of Education members***) as defined in §19.42(13 ~~Z~~). For the purposes of the open records law, all employees of WRPS are “employees,” except the following positions which constitute a local public office within the Wisconsin Rapids Public School District:

Superintendent
Director of Human Resources
Director of Curriculum ***& Instruction***
Director of Business Services
Director of Pupil Services
Director of Technology
High School Principal
~~Junior High School Principal~~
Middle School Principal
Elementary Principal
Director of Buildings & Grounds

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

LEGAL REF.: Chapter 19, Subchapters II, III, and IV, Wisconsin Statutes
Section 120.13(28)
Wisconsin Act 47 of 2003

CROSS REF.: Policy 184, Minutes
Policy 347, Student Records
Policy 525, Personnel Records
Resolution Regarding Procedures for Release of Public Records and Property
~~School District Records Retention Schedule~~
Wisconsin General Records Schedules (GRS) of Retention

APPROVED: November 11, 1974

REVISED: June 17, 2002; June 14, 2003; June 14, 2004; June 10, 2013; ***TBD***



**RESOLUTION REGARDING PROCEDURES
FOR
RELEASE OF PUBLIC RECORDS AND PROPERTY**

ATTACHMENT F
DRAFT – Approval ESC
Meeting – 7/10/23

WHEREAS, the School District of Wisconsin Rapids is a School District created and established pursuant to Chapter 120, Wisconsin Statutes, and

WHEREAS, the District is subject to the requirements of the Wisconsin Public Records and Property Law (Sec 19.21, Sec 19.31 –19.39, Wis. Stats), and

WHEREAS, the School Board of the School District of Wisconsin Rapids believes that it is in the best interest of the District, its employees and the general public to provide the greatest possible access to information regarding the affairs of government and the official records of the District concerning its operation including actions of the Board, its officers and employees, and

WHEREAS, the Board recognizes that it is the representative of the public and that the release of information to the public is an essential function of representative government, and

WHEREAS, the Board further recognizes that an integral part of the routine duties of the officers and employees of the District should be the responsibility to provide access to information concerning the affairs and records of the District.

NOW, THEREFORE, BE IT RESOLVED THAT the following policies relating to the release, inspection, ~~and~~ reproduction, and preservation of public records and property are hereby accepted;

Designation of Public Records - The Board hereby recognizes and designates all of its records as defined by Section 19.32 (2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.

Designation of the Official Legal Custodian of the Records of the District – The Board hereby designates the position of Superintendent as the official legal custodian of the public records of the District. In the absence of the Superintendent, the Director of Business Services is hereby designated as the legal custodian of District records. It shall be the responsibility of the individuals in those positions to execute all duties and responsibilities of the District pursuant to Wisconsin’s Public Records and Property Law (Sec. 19.21, Sec. 19.31 – 19.39, Wis. Stats.)

As the official legal custodian of the records of the District, the individuals in these positions shall be responsible to the Board for the timely response to any request for access to the public records of the District. The custodian shall be solely responsible for the release of the public records of the District, and determine the costs for the location or reproduction of such records.

It is directed that all employees of the District be informed in writing that the Superintendent and Director of Business Services have been designated the official legal custodians of the public records of the District. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this Resolution.

Powers of the Official Legal Custodian of the Records of the District – All requests for the release, inspection and/or reproduction of the public records of the District shall be directed or referred to the Board’s official legal custodian.

The official legal custodian is hereby vested with full legal power to make all necessary decisions to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law (Sec. 19.21, Sec. 19.31-19.39) or this Resolution.

Procedure for the Release, Inspection and Reproduction of Records and Property of the District – The Board hereby adopts the attached Notice as the official procedure of the District in responding to request for the release, inspection, or reproduction of the records and property of the District.

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the District. Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the District.

This Notice may be modified from time to time by Board action, but absent such modification, the decisions of the official legal custodian of the records of the District shall be in conformity with its provisions. Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the District and a copy of the Notice shall be made available to any member of the public after a request for inspection or reproduction is made.

Adoption of Fee Schedule Regarding the Costs for the Location and/or Reproduction of the Records and Property of the District –The Board hereby adopts the attached fee schedule to cover the actual costs relating to the location and reproduction of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the District. This schedule shall be reviewed annually by the Board and adjusted as the need arises.

Record Preservation – The records of the District shall be retained and preserved by the official legal custodian as required by all applicable laws and in accordance with the ~~*Wisconsin Records Retention Schedule for School Districts*~~ *Wisconsin General Records Schedules (GRS) of Retention* adopted by the District in 1990.

No record of the District shall be destroyed after the receipt of a request for such record until after the request is granted, or until dispute concerning the request has been completely and finally resolved.

Indemnification of the Official Legal Custodian of the Records of the District – Any costs or fees incurred by the official legal custodian of the records of the District shall be directly reimbursed by the District to the custodian and shall not be treated as the personal liability of the custodian.

~~Introduced at a regular meeting of the School Board of the School District of Wisconsin Rapids, Wisconsin Rapids, WI, this 8th day of November, 1982.~~

ADOPTED: December 13, 1982

REVISED: June 17, 2002
April 9, 2007
February 11, 2013
TBD

WISCONSIN RAPIDS PUBLIC SCHOOLS
Wisconsin Rapids, WI



OFFICIAL NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the School District of Wisconsin Rapids, which is a school district organized and existing pursuant to Chapter 120, Wis. Stats.

The School Board of the School District of Wisconsin Rapids has directed that this Notice be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The Board has designated the Superintendent ~~and Director of Business Services~~ as the official legal custodian of the records and property of the District. **In the absence of the Superintendent, the Director of Business Services is the designated legal custodian of District records.** The names of the individuals presently holding these positions can be obtained by contacting the Administration office of the Wisconsin Rapids Public Schools which is located at 510 Peach Street, Wisconsin Rapids, WI, 54494.
2. Any public record of the District will be made available for inspection at the offices of the official legal custodian during normal, regular business hours of the offices of the District, which are 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. No original public records of the District shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the District may be inspected and copied. However, the decision of the official custodian of the records shall be governed by this Notice.
3. The policy of the District regarding the release, inspection and/or reproduction of public records is as follows:
 - After receipt of any written request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practicable and without delay.
 - If a request is denied, it will be denied in writing not later than ten (10) working days, or as soon as practicable, after the request has been made. If a public record cannot be made available within ten (10) working days, the official legal custodian will inform the requestor when the record can be made available.
 - If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.
 - If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.
4. It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor is there a need that any person requesting access to the records of the District state any reason for his or her request.
5. Any written request for a record must reasonably describe the record or information sought. If the official legal custodians cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.
6. Any person shall have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. A fee schedule has been established by the District relative to the costs of record reproduction.
7. The following positions constitute a local public office within the Wisconsin Rapids Public School District: Superintendent, Central Office Directors, High School Principal, ~~Junior High School Principal~~, Middle School Principal, Elementary School Principal, **Director of Buildings & Grounds.**

February, 2013
TBD

FEE SCHEDULE



Costs of Locating Documents

Most of the District's records are readily available, or can be located in a relatively short period of time. A location fee will be imposed, not to exceed the actual, necessary and direct cost of location if the cost is \$50.00 or more.

Some of the records of the District are in off-site storage, archives not on-line on the District's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The amount charged for labor in locating a record will be calculated by multiplying the time spent locating the record(s), times the actual hourly rate and fringe benefits of the employee performing the work.

Reproduction Expenses

1. Fifteen (15) cents per imprint for photocopies
2. The actual, necessary, and direct cost for other medium used for reproduction
3. The actual, necessary, and direct labor cost for transcription and photocopying

The amount charged for labor in complying with a record request will be calculated by multiplying the time spent, times the actual hourly rate and fringe benefits of the employee performing the work.

The actual, necessary, and direct cost for postage, shipping, or other delivery method will also be charged to the requestor.

If equipment necessary for any location or reproduction is not available within the District, the requestor will be billed for the rental fee of the equipment necessary to respond to the request.

Disputes

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

Payment of Fees

The official legal custodian of the records of the District may require the payment of costs provided herein in advance.

The official legal custodian of the records of the District may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

ADOPTED: December 13, 1982

REVISED: June 17, 2002
April 9, 2007
February 11, 2013

TBD

Notification of General Records Schedule Adoption

Schedule Title: Administrative and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Budget and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Facilities Management and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Fiscal and Accounting and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

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Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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Agency Records Officer Signature	Date Signed

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State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Human Resources and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Information Technology and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

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Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

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Agency Records Officer Signature	Date Signed

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State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Payroll and Benefits and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

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Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

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Agency Records Officer Signature	Date Signed

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State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Purchasing and Procurement and Related Records General Record Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

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Agency Records Officer Signature	Date Signed

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State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Risk Management and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

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Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

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- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

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Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Municipal and Related Records General Records Schedule Date: July 17, 2023

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

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Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Public School District and Related Records Date: July 17, 2023
General Records Schedule

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

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- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: School District of Wisconsin Rapids

Address: 510 Peach Street, Wisc. Rapids, WI 54494

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

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- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

**Wisconsin Rapids Public Schools
Achievement Gap Reduction Report
2022-23
Mid-Year / End of Year**

Attachment H

KINDERGARTEN

Subject	Describe what the student should know or be able to do at the end of the school year.	Describe what the student will be asked to do to provide evidence that the objective has been achieved.	Describe which strategies will be used to reduce the achievement gap	% District Goal	% of Pupils Achieving End of Year Benchmarks															
					Grant		Grove *		Howe *		Mead *		THINK *		Wash *		Wood *		% District	
					Mid Year / End of Year															
Reading	Meets expectations on PALS screener	Complete the PALS Assessment	Instructional coaching/ one-to-one tutoring	80	56	87	59	73	49	59	44	56	58	65	57	64	72	74	56	67
Reading	Read aloud with appropriate accuracy and comprehension	Pass the Level C (Tan, 3/4) Benchmark Book	Instructional coaching/ one-to-one tutoring	80	N/A	74	N/A	83	N/A	55	N/A	52	N/A	66	N/A	65	N/A	82	N/A	66
Math	Write numbers 0-20	Write the numbers 0-20 with some reversals permitted	Instructional coaching/ one-to-one tutoring	80	45	84	62	85	35	59	32	54	53	61	60	57	85	95	52	71
Math	Identify numbers 0-30	Recognize and name numbers 0-30 in random order	Instructional coaching/ one-to-one tutoring	80	65	71	56	61	51	53	34	40	41	64	58	59	73	90	53	63

* Meets class size reduction

PALS screener reflects beginning and end of year data

**Wisconsin Rapids Public Schools
Achievement Gap Reduction Report
2022-23
Mid Year / End of Year**

FIRST GRADE

Subject	Describe what the student should know or be able to do at the end of the school year.	Describe what the student will be asked to do to provide evidence that the objective has been achieved.	Describe which strategies will be used to reduce the achievement gap	% District Goal	% of Pupils Achieving Mid Year/End of Year Benchmarks															
					Grant *		Grove *		Howe *		Mead *		THINK		Wash *		Wood *		% District	
					Mid Year / End of Year															
Reading	Meet expectations on PALS screener	Complete the PALS Assessment	Class size reduction/ instructional coaching/ one-to-one tutoring	80	80	97	59	71	63	51	47	44	59	77	56	87	84	66	64	68
Reading	Read with appropriate accuracy, fluency and comprehension	Pass the Level I (Purple, 16) Benchmark Book	Class size reduction/ instructional coaching/ one-to-one tutoring	80	83 65	83	56 31	78	54 33	51	59 36	39	50 42	85	67 45	81	75 58	66	64 44	66
Math	Addition Within 20	Complete the WRPS Math Screener	Class size reduction/ instructional coaching/ one-to-one tutoring	80	93	88	66	63	75	69	60	50	79	74	79	79	88	79	77	72
Math	Subtraction Within 20	Complete the WRPS Math Screener	Class size reduction/ instructional coaching/ one-to-one tutoring	80	85	73	47	66	62	57	61	53	67	65	70	53	76	58	67	61

* Meets class size reduction
PALS screener reflects beginning and end of year data

**Wisconsin Rapids Public Schools
Achievement Gap Reduction Report
2022-23
Mid Year / End of Year**

SECOND GRADE

Subject	Describe what the student should know or be able to do at the end of the school year.	Describe what the student will be asked to do to provide evidence that the objective has been achieved.	Describe which strategies will be used to reduce the achievement gap	% District Goal	% of Pupils Achieving Mid Year/End of Year Benchmarks															
					Grant *		Grove *		Howe *		Mead *		THINK *		Wash *		Wood *		% District	
					Mid Year / End of Year															
Reading	Meet expectations on PALS screener	Complete the PALS Assessment	Instructional coaching/ one-to-one tutoring	80	78	68	57	59	63	68	51	49	65	66	72	80	72	80	63	67
Reading	Read with appropriate fluency, accuracy, and comprehension	Pass the Level M (Navy, 28) Benchmark Book	Instructional coaching/ one-to-one tutoring	80	81 76	81	69 46	59	62 46	66	57 44	52	73 56	86	87 85	87	78 67	68	72 60	71
Math	Meet or exceed the STAR Math benchmark score	Complete the STAR Math Assessment	Instructional coaching/ one-to-one tutoring	80	84	87	67	78	85	93	76	76	91	88	91	96	91	91	84	87

* Meets class size reduction
PALS screener reflects beginning and end of year data

**Wisconsin Rapids Public Schools
Achievement Gap Reduction Report
2022-23
Mid Year / End of Year**

THIRD GRADE

Subject	Describe what the student should know or be able to do at the end of the school year.	Describe what the student will be asked to do to provide evidence that the objective has been achieved.	Describe which strategies will be used to reduce the achievement gap	% District Goal	% of Pupils Achieving Mid Year/End of Year Benchmarks															
					Grant *		Grove *		Howe *		Mead *		THINK *		Wash *		Wood		District	
					Mid-Year / End of Year															
Reading	Meet or exceed the STAR Reading benchmark score	Complete the STAR Reading Assessment	Instructional coaching/ one-to-one tutoring	80	79 76	84	58 50	62	77 59	76	60 52	59	62 59	72	72 62	80	75 56	72	70 59	72
Reading	Read with appropriate fluency, accuracy, and comprehension	Pass the Level P (Peach, 38) Benchmark Book	Instructional coaching/ one-to-one tutoring	80	88 80	80	88 60	88	83 65	80	69 57	69	75 56	85	74 63	67	88 78	92	80 66	79
Math	Meet or exceed the STAR Math benchmark score	Complete the STAR Math Assessment	Class size reduction/ instructional coaching/ one-to-one tutoring	80	95	85	84	74	85	84	76	70	92	89	92	78	94	90	88	81

*** Meets class size reduction**

While our Kindergarten through 3rd grade students entered the 2022-2023 with continued learning gaps, our classroom teachers and reading/math interventionists continue to use data to determine the students most in need of additional support and intervention. Our current class sizes and staffing allow teachers and interventionists to intervene regularly and provide strong instructional support. Teachers work within their Professional Learning Communities (PLC) to meet regularly to discuss students who need additional support or additional challenges. As family nights and events return, our elementary schools are also working closely with families to share information and strategies that they can use in the home setting. We are continuing to provide support to our classroom teachers and reading interventionists through professional development on phonemic awareness, phonics and word study. These learning opportunities have come through conferences, DEU's and additional training in buildings. The district has purchased decodable readers for K-2 classrooms and Title One buildings are using their dollars to supplement materials as needed. In addition, classroom teachers and math interventionists have been provided with professional development opportunities/DEU's that continue to support their implementation of Bridges/Number Corner.

Student attendance has been more consistent this school year due to less quarantines and extended school absences and we are confident that the increase in instructional time in the school setting will allow us to show growth at the end of the school year.

Due to errors with the STAR and Benchmark book data upload into EduClimber, the midyear scores indicated by strikethrough have been corrected and are now accurate.