



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

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

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

January 7, 2019

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room C

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Retirement
 - C. Board Policy Review
 - D. Teacher Contract Change
 - E. Professional Employee Handbook
 - F. School District Nurse Salary Compensation
 - G. Employee Wage Compensation Considerations
- IV. Updates and Reports
 - A. Class Size and Section Reports
- V. Consent Agenda
- VI. Adjournment

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.



BACKGROUND

Wisconsin Rapids Board of Education
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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. Public Comment
III. Actionable Items
A. Appointments

The administration recommends approval of the following professional staff appointment:

Rachel France Location: Lincoln High School
Position: Teacher (1.0 FTE)
Education: BA – UW Stevens Point – January 2019
Major/Minor: English/Special Education – Learning Disorder
Salary: \$40,000 (\$40,000 total salary/ 2018-19 salary \$20,000 for 95 days)

The administration recommends approval of the following non-represented, certified staff appointment:

Nichole Fuller-Daughtry Location: Woodside Elementary School & Grove Elementary School
Position: School Nurse (8.0 hrs/day)
Education: BSN – Chamberlain College – June 2018
Associate – MSTC – December 2005
Effective Date: January 21, 2019
Salary: \$45,000 (\$45,000 total salary/2018-19 salary \$22,734 for 97 days)

The administration recommends approval of the following support staff appointments:

Julie Henne Location: Grant Elementary School
Position: Noon Duty Aide (1.5 hrs/day)
Effective Date: December 10, 2018
Hourly Rate: \$12.28 (starting rate) / \$12.93 (after 60 days)

Emily Stieve Location: Lincoln High School
Position: Academic and Career Planning/Volunteer Assistant (7.5 hrs/day)
Effective Date: January 7, 2019
Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)

B. Retirement

The administration recommends approval of the following professional staff early retirement:

Kathy Surendonk Location: Woodside Elementary School
Position: Teacher (1.0 FTE)
Effective Date: June 10, 2019
Date of Hire: August 19, 1996

C. Board Policy Review

Board Policy 450 – Student Health and Welfare, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 450 – Student Health and Welfare for second reading. (*Attachment A*)

Board Policy 455 – School Safety, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 455 – School Safety for second reading. (*Attachment B*)

Board Policy 457 – Suicide Prevention Program, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 457 – Suicide Prevention Program for second reading. (*Attachment C*)

Board Policy 710 – Support Services Goals, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 710 – Support Services Goals for second reading. (*Attachment D*)

Board Policy 720 – Safety Program, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 720 – Safety Program for second reading. (*Attachment E*)

Board Policy 720 Rule – Safety Precautions, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 720 Rule – Safety Precautions for second reading. (*Attachment F*)

Board Policy 721 – Building and Grounds Inspections, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 721 – Building and Grounds Inspections for second reading. (*Attachment G*)

Board Policy 722.1 – Incident Reports, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 722.1 – Incident Reports for second reading. (*Attachment H*)

Board Policy 722.1 Rule – Incident Reporting Procedures, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 722.1 Rule – Incident Reporting Procedures for second reading. (*Attachment I*)

Board Policy 723 – Emergency Plans, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 723 – Emergency Plans for second reading. (*Attachment J*)

Board Policy 723.1 – Emergency School Closings, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 723.1 – Emergency School Closings for second reading. (*Attachment K*)

Board Policy 723.1 Rule – Emergency School Closing Procedures, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 723.1 Rule – Emergency School Closing Procedures for second reading. (*Attachment L*)

Board Policy 731 – Building Security, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 731 – Building Security for second reading. (*Attachment M*)

Board Policy 731 Rule – Key/Fob Control Procedures, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 731 Rule – Key/Fob Control Procedures for second reading. (*Attachment N*)

Board Policy 732 – Building and Grounds Maintenance, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 732 – Building and Grounds Maintenance for second reading. (*Attachment O*)

Board Policy 860 – Visitors to the Schools, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 860 – Visitors to the Schools for second reading. (*Attachment P*)

Board Policy 860 Rule – Guidelines for Visitors to the Schools, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 860 Rule – Guidelines for Visitors to the Schools for second reading. (*Attachment Q*)

Board Policy 860 Exhibit – Loitering in Schools and Playgrounds Ordinance, Second Reading

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 860 Exhibit – Loitering in Schools and Playgrounds Ordinance for second reading. (*Attachment R*)

Board Policy 884 – Relations With Fire and Emergency Services/Law Enforcement Agencies, Second Reading.

This policy was reviewed and approved for first reading at the Board of Education meeting on December 17, 2018. The administration recommends approval of Board Policy 884 – Relations With Fire and Emergency Services/Law Enforcement Agencies for second reading. (*Attachment S*)

D. Teacher Contract Change

Discussion and possible action to adjust the monetary requirements for liquidated damages for breach of contract included within the 2019-2020 individual teacher contracts.

E. Professional Employee Handbook

Discussion and possible action on an update to the Liquidated Damages language in the Professional Staff Employee Handbook. (*Attachment T*)

F. School District Nurse Salary Compensation

Discussion and possible action to approve a salary increase for School District Nurses.

G. Employee Wage Compensation Considerations

Discussion and possible action on a 2018-19 employee wage increase for the following employee groups: Psychologists, Food Production Coordinator, Food Services, Computer Technicians, PAC Director, Network Manager, Systems Manager, Instructional Software Support, High School Athletic Director, and Office/Clerical and Aide Support Staff.

IV. Updates and Reports

A. Class Size and Section Reports

The Committee will review information related to class sizes and sections, for both elementary and secondary levels. (*Attachments U, U1*)

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

450 STUDENT HEALTH AND WELFARE

Preserving the safety and protecting the health and general welfare of individual students and of the student body on school property and/or at and during school sponsored activities is the legal and moral responsibility of the Board.

LEGAL REF.: Section 121.02(1)(g),(i) Wisconsin Statutes
PI 8.01 (2)(g),(l) Wisconsin Administrative Code

CROSS REF.: **455, School Safety**

APPROVED: November 11, 1974

REVISED: August 13, 2001
TBD

455 STUDENT SCHOOL SAFETY

A primary concern of the Board is that proper attention is paid to the safety of students.

The administration is responsible for recommending plans to the Board for giving proper attention to the safety of students, including such training as fire and/or civil defense drills.

The administration, in cooperation with the police or sheriff's department, shall provide for the safety of students.

The Board of Education recognizes the importance of providing a safe and secure school environment for students, staff members, and families. Schools must have appropriate school measures in place to create a safe environment for occupants, and to protect school property. A safe and productive educational and workplace setting is achieved through cooperation and shared responsibility. Employees are encouraged to be concerned about working in a safe environment, support and participate in District safety initiatives, and report any safety concerns to their direct supervisor.

A District School Safety/Crisis Action Plan shall be established as required by state law. The District level Safety Plan will include individual school building level Safety Plans which meet the unique needs of each building, and are consistent with District level planning, expectations, and legal requirements. Safety plans will be reviewed annually both at the building and District level, and by the Board as appropriate and required under state statute.

Appropriate staff members such as school administrators, teachers, pupil service professionals, mental health professionals and/or other appropriate personnel will be called upon to assist in developing, reviewing, and implementing District and school-level safety plans. In addition, relevant community agencies including law enforcement officials, firefighter/EMT professionals, emergency government officials, and others as appropriate will be called upon to assist in developing, reviewing, and updating school safety and security plans. On-site safety assessments will be performed annually in consultation with local law enforcement at school buildings which are regularly occupied by students.

District employees shall be informed of their responsibilities regarding the implementation of school safety plans. In addition to participating in any safety drills that are required by law or conducted pursuant to the relevant school Safety Plan, employees shall also participate in any other additional in-service or other training opportunities related to the Safety Plan and/or safety-related procedures, as may be arranged and directed by the building principal. All students shall be educated about appropriate school safety and security measures on an annual basis and shall be expected to participate in school safety and security drills throughout the school year.

School Violence Drills, Staff Training, and Mandated Reporting

1. In addition to tornado, fire, and other safety-related drills conducted, at least annually each school building regularly occupied by students will participate in a drill concerning proper response to a school violence event in accordance with the school Safety Plan in effect.
2. Building administrator(s) are required to submit a brief written evaluation of the drill to the Board of Education (through the Superintendent) within 30 days after holding the drill. The Board will review all written evaluation information submitted related to the drill.

3. School Safety Plan training will be provided to identified persons within the District based upon the District's prioritized needs, risks, and vulnerabilities of the schools.
4. Every school district employee is to receive training as provided by the Department of Public Instruction governing the reporting of a threat of school violence. A school employee is to receive such training within the first six months after commencing employment with the District, and at least once every five years following the initial training.
5. All school employees are considered mandatory reporters. Any mandated reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health and safety of the student(s), school employee(s), or the public.
6. State law prohibits the requirement for an employee to contact a school administrator, school official, or any other person before calling "911" or making contact directly to a law enforcement agency about a serious and imminent threat.

General guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery will be included in the Safety Plan. Safety Plans will be submitted to local law enforcement and the Office of School Safety as they are created and/or reviewed and updated.

In addition to filing a copy of the District Safety Plan with the Office of School Safety before January 1st of each year, the District will also provide the following as required under state statute:

- a. The date of the annual school violence event drill(s) held during the previous year;
- b. Certification that a written evaluation of the school violence event drill(s) was reviewed by the Board of Education;
- c. The date of the most recent school training on the Safety Plan and the number of attendees;
- d. The most recent date on which the Board of Education reviewed and approved the Safety Plan; and
- e. The most recent date on which the Board consulted with a local law enforcement agency to conduct the required on-site safety assessments.

Door Security / Identification Measures to Enhance Building Safety

- a. Exterior doors at each school building will remain locked throughout the day, except during specific designated times approved by the building principal. Access to the building during the instructional day will be limited to use of an intercom and buzzer system. Employees who use their keys or fobs to gain or allow access to District facilities are responsible to ensure that doors remain secure – unattended doors are not to be propped open.
- b. Visitors will present themselves for visual inspection and not be given entrance without stating their name and purpose for entering. Office personnel will defer to the building principal or his/her designee if there is any question or concern regarding a visitor.
- c. Visitors who are provided access to District buildings shall be issued identification which shall be displayed at all times while on the premises of a District building.

- d. Students at the high school are to carry their student I.D. at all times and produce it upon request by staff. Students who do not show their I.D. card upon request will be referred to the office immediately for disciplinary action.
- e. All employees of the School District of Wisconsin Rapids will be issued a picture I.D. card, provided by the District, which must be worn at all times while at work. Failure to display the picture I.D. card may result in corrective action taken by the administration.
- f. I.D. badges issued by WRPS are the property of the District and may only be used by the individual to whom it was issued. Loaning a District issued I.D. badge to another person for their use is strictly prohibited. Upon separation from employment, employees are required to return their I.D. badge.

LEGAL REF.: Sections 101.055
101.11
115.33
118.07 Wisconsin Statutes
118.075
118.08
118.09
118.10
118.11
120.11
120.12(5)
120.44
121.02(1)(i)
167.32
175.32
PI 8.01(2)(i) Wisc. Administrative Code

CROSS REF.: School Safety Plans (According to State Law 120.12(26) these must be in place at each school
District Crisis Action Plan

APPROVED: November 11, 1974

REVISED: December 11, 1978
August 15, 1988
August 13, 2001
TBD

457 SUICIDE PREVENTION PROGRAM

It is the policy of the School District of Wisconsin Rapids to develop an effective youth suicide prevention program. The District recognizes that youth suicide is preventable and that educating the public is a critical element in the prevention effort. The District further accepts that youth suicide prevention and intervention is a community-based school focused effort that necessitates coordination between county agencies, schools, parents, and other community members.

The suicide prevention and intervention program shall include:

- Establishing a cooperative prevention plan between community agencies and school personnel.
- Organizing a suicide prevention committee.
- Providing an instructional program designed to help prevent youth suicides by promoting the positive emotional development of students.
- Offering inservice training programs for staff.
- Designating building-level primary contact people for staff who wish to have information on youth suicide or to refer a suicidal student.

The District shall adopt procedures in response to the need for suicide prevention, intervention, and postvention. School employees shall follow established procedures when dealing with suicide prevention, intervention, and postvention.

Any school employee who, in good faith, attempts to prevent suicide by a student is immune from civil liability for acts or omissions with respect to a suicide or attempted suicide.

LEGAL REF.: Sections 118.01(2)(d)7 Wisconsin Statutes
118.126
118.295

CROSS REF.: ~~Study on Suicide Procedure and Resource Guides~~
District Crisis Intervention/Aftermath Plan

APPROVED: May 31, 1988

REVISED: August 13, 2001
TBD

710 SUPPORT SERVICES GOALS

The Board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of students and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

LEGAL REF.: Sections 120.12 Wisconsin Statutes
120.44

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

720 SAFETY PROGRAM

The Board will provide safe and healthful facilities. Buildings will be properly equipped, lighted, and ventilated and kept safe from hazards.

The principal of each school shall:

1. be responsible for the care and maintenance of the buildings and grounds;
2. supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance;
3. report all recommendations and findings to the business office; and
4. be responsible for the reporting of all accidents.

The principal and the School Safety Coordinator shall be responsible for building safety and reporting of all accidents. The Director of Building and Grounds shall be responsible for the care and maintenance of the buildings & grounds and the supervision of the custodial/maintenance staff in maintaining the facilities.

A program of employee training shall be established to help ensure the safety of staff working with hazardous substances. Safety procedures shall be established to eliminate potential hazards in school buildings and on school property.

A school safety plan shall be developed and in effect in each District school to provide as safe an environment as possible for students, employees, and citizens while on school property or school-sponsored activities.

LEGAL REF.: Sections 118.07 Wisconsin Statutes
118.09
118.10
120.12
120.44
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 455, ~~Student~~ **School** Safety
720-Rule, Safety Precautions
721, Building and Grounds Inspections
722.1, Accident Reports
723, Emergency Plans
732, Building and Grounds Maintenance
~~Individual School Safety Plans~~ **District Crisis Action Plan**

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

720-Rule SAFETY PRECAUTIONS

The following safety precautions shall be taken to minimize the potential for fires, falls, or other injuries:

1. The accumulation of materials, which can cause fires or can add fuel to a fire must be eliminated wherever possible.
 - a. Maintain fire suppression equipment, i.e. fire extinguishers, sprinkler systems.
 - b. No open flames.
 - c. Large quantities of paper/waste should not be accumulated in other than the central storage areas.
 - d. Stage and auditorium areas are to be kept free of debris. Stage managers or staff working in the auditorium shall practice good housekeeping procedures and are to discard anything not part of regular stage equipment.
2. Sidewalks, driveways, and doorways shall be kept clear of snow and safe for pedestrian and/or vehicle traffic at all times. Frequent checks for slippery conditions during the thawing weather are vital. Problems should be reported to the Buildings & Grounds Department.
3. Science departments shall appoint a Chemical Hygiene Officer to provide a safe environment for students and staff in the classroom.
4. The School District will provide safety equipment, i.e., ladders, safety glasses, hearing protection.

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

721 BUILDING AND GROUNDS INSPECTION

There are varying current conditions of maintenance and utilizations in district facilities due to a wide range of construction dates, materials and standards. The District shall strive to achieve uniform safety and welfare standards by implementing the following:

1. The District Director of Building and Grounds, Director of Business Services and Superintendent shall establish all elements and standards necessary to bring all facilities to uniform and acceptable standards.
2. The Buildings & Grounds Director and the building principal will inspect each facility using an inspection form and rate its condition relative to the established State building code standards at least annually.
3. A composite of all inspection reports shall be reported back to the Superintendent, the Director of Business Services, and the Business Services Committee. Priority shall be given to factors concerning the safety and welfare of the students and staff.
4. The Building & Grounds Director will prepare a written report indicating all projects for consideration and a recommended time schedule for completion of the projects.

LEGAL REF.: Sections 115.33 Wisconsin Statutes
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 732, Building and Grounds Maintenance

APPROVED IN PART: November 11, 1974

REVISED: December 8, 1975
June 17, 2002
TBD

722.1 INCIDENT REPORTS

The basic purpose of incident record keeping is to provide information for and support to a comprehensive safety education program for all students and school employees.

Incident reports support the safe and efficient operation of the school system as well as the protection and education of the students. In addition, careful analysis and study of the reports have far-reaching implications for buildings, equipment, curriculum practices and administration.

Specific goals of the incident reporting process shall be to:

1. protect students, teachers and administrators from physical deficiencies of the school buildings and grounds.
2. measure uses of the school and grounds (such as movements of student groups during peak times and in certain areas of the school) and to modify conditions so as to reduce congestion and accidents.
3. provide information on kinds of incidents and the areas in which they occur and to adjust safety instruction in an effort to reduce the number of future mishaps.
4. reveal gaps in the instructional program which may be filled by well planned safety educational experiences.
5. determine relationships between incident experiences and school population (e.g., are falls caused by faulty traffic patterns during class changes, or, are a few students having problems such as coordination or vision, which cause them to be unable to cope with the traffic patterns?).
6. protect the school and school personnel from suffering unfortunate publicity and from becoming involved in litigation arising out of incident cases.

Incidents to students and employees shall be reported in accordance with established procedures.

LEGAL REF.: Section 121.02(1)(i) Wisconsin Statutes
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 722.1-Rule, ~~Accident~~ **Incident** Reporting Procedures
453.1, Emergency Nursing Services

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

722.1 Rule INCIDENT REPORTING PROCEDURES

Students

- a. When a student becomes injured on school premises, he/she should notify school staff ~~the teacher or aide~~ immediately.
- b. ~~The teacher should notify the principal or school nurse.~~
- c. If the injury is serious or life-threatening, ~~the principal or school nurse should contact the business office~~ staff should call 9-1-1 for emergency response services followed by notification of the building principal, school nurse, and parents.
- d. ~~Accidents to students, no matter how slight,~~ All accidents involving students must be reported to ~~the~~ a principal or supervisor immediately utilizing the ~~an~~ incident report forms located in the ~~provided by the administration~~ school office ~~or school nurse for that purpose.~~ The incident forms should be sent to the business office immediately when complete.

Employees

- a. All school employees are covered by workers compensation and employee liability insurance. It is mandatory, ~~therefore~~, that any incident on school premises must be reported promptly to the employee's supervisor/administrator by completing an incident report form through the school office. The completed form is to be forwarded to the business office. ~~Building principal or the school nurse for completion of an incident report.~~
- b. If the injury is serious or life-threatening, call 9-1-1 for emergency response services followed by notification of the building principal/supervisor and/or school nurse when possible.
- c. ~~The principal or school nurse should promptly forward the incident report to the payroll manager.~~

APPROVED: November 11, 1974

REVISED: August 4, 1986
June 17, 2002
TBD

723 EMERGENCY PLANS

The school district will adhere to all state and local fire and safety regulations.

Each school shall establish procedures for school evacuation in case of fire, natural disaster, technological hazards, or human-caused hazards including and bomb threats and/or other threats of school violence.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
 118.07
 120.12(26)
 120.13(1)
 120.44

CROSS REF.: 446, Student Disorders
 455, School Safety
 884, Relations with Fire and Civil Defense Departments
 ~~Emergency Care Policies and Procedures Handbook~~
 ~~Fire and Tornado School Evacuation Plans~~
 ~~School Safety Plans~~
 District Crisis Action Plan

APPROVED: November 11, 1974

REVISED: June 17, 2002
 TBD

723.1 EMERGENCY SCHOOL CLOSINGS

Buses will run whenever and wherever weather permits. In the event of inclement weather *or other issues which cause a need for an emergency school closing*, announcements regarding school closings or early dismissal will be made through local media outlets and the WRPS webpage, in accordance with established procedures.

Event Cancellation

If inclement weather *or other issues* raises questions concerning the safe completion of co-curricular trips that are scheduled after school or on weekends, the District's designee shall have final authority to determine whether or not the trip will take place. If a scheduled trip is canceled, it is the responsibility of the coach/advisor to inform participants.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
121.02(1)(f)
PI 8.01(2)(f), Wisconsin Administrative Code

CROSS REF.: 723.1-Rule, Emergency School Closing Procedures
~~AFL-CIO Local 1075 Agreement (Food Service, Custodians,
Maintenance, and Computer Technician)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~WRPS Employee Handbook~~

APPROVED: September 11, 1980

REVISED: November 7, 1991
June 17, 2002
March 12, 2012
TBD

723.1 Rule EMERGENCY SCHOOL CLOSING PROCEDURES

School Closing - Cancellation

If bad weather during the night makes it impossible for buses to run in the morning, contact will be made to inform local media outlets, and a message will be posted to the WRPS webpage concerning the closure as early as possible, but in no case later than 6:30 a.m.

Early Dismissal

1. If bad weather develops during the morning while school is in session, or other issues cause a need for an early school closure, contact regarding the early dismissal will be made to local media outlets and posted to the WRPS webpage by 10:00 a.m. advising parents that their children will be sent home early.
2. Lunches will be served to K-12 students before the K-12 students are dismissed.
3. Buses will run according to the following schedule:

| | |
|---|----------------------|
| Elementary Schools (public and parochial) | 12:00 p.m. |
| Wisconsin Rapids Area Middle School | 1:00 p.m. |
| East Junior High School | 1:00 p.m. |
| Assumption High School | 1:10 p.m. |
| Lincoln High School | 1:20 p.m. |

River Cities High School - A.M. session 11:00 a.m. (as usual)
River Cities High School afternoon and evening sessions will be canceled.

Early education unit afternoon sessions will be canceled.

Four-Year-Old Morning Kindergarten sessions 10:45 a.m.
Four-Year-Old Kindergarten afternoon sessions will be canceled.

APPROVED: November 11, 1974

REVISED: October 6, 1983
 November 9, 1987
 November 7, 1991
 June 17, 2002
 February 11, 2008
 March 12, 2012
TBD

731 BUILDING SECURITY

Buildings constitute the greatest investment of the school district and it is important to adequately protect the District's investment. Security shall encompass the maintenance of equipment, elimination of fire hazards, and protection from theft and vandalism.

Building security is the responsibility of all District employees.

Key/Fob Distribution

Each building principal will have complete charge of all keys/fobs for his/her building. Keys/fobs shall be issued to employees in accordance with established procedures.

CROSS REF.: 731-Rule, Key/Fob Control Procedures
District Crisis Action Plan

APPROVED IN PART: November 11, 1974

REVISED: June 17, 2002

731-Rule **KEY/FOB CONTROL PROCEDURES**

All keys/fobs shall be produced and distributed by the Buildings & Grounds Department. No employee shall attempt to reproduce or alter district keys.

1. Each building principal will have complete charge and responsibility for all keys/fobs assigned to his/her building (checking out, checking in, etc.).
2. All building keys/fobs shall be returned to the principal's office at the end of the school year. Principals may allow staff to keep keys/fobs until the next school year. A record of key distribution will be kept by the principal.
3. The building principal will be responsible for collecting keys/fobs from retiring staff members.

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

732 BUILDING AND GROUNDS MAINTENANCE

The District will continue to evaluate and improve upon its program of maintenance and repair in all of its facilities.

The Director of Building and Grounds shall prepare and submit to the superintendent or Director of Business Services a plan for maintenance and repair of all facilities, including buildings, equipment, mechanical systems, general and special landscape conditions and the like. The plan shall provide for a programmed schedule of necessary, corrective and preventive maintenance, repairs, remodeling and construction.

Annually, the Director of Building and Grounds shall submit to the Superintendent a District maintenance program status report, based on a thorough annual inspection of each facility. The status report shall indicate:

- a. The extent to which the goals of the programs have been achieved
- b. The relationship of maintenance goals and requests to manpower and man-hour resources
- c. Identify problem areas of major concern, if any and make recommendations on how to alleviate the problem(s) identified.

Staff requests for maintenance shall be handled in accordance with established procedures.

LEGAL REF.: Sections 120.12(5) Wisconsin Statutes
120.44
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 721, Building and Grounds Inspections

APPROVED: December 8, 1975

REVISED: June 17, 2002
TBD

860 VISITORS TO THE SCHOOLS

The Board and school district staff welcome members of the community and other interested persons to visit the schools. School improvements often come from suggestions originating in such visits.

The Superintendent is authorized to establish such regulations as will:

1. encourage visitors to observe the schools.
2. provide for appropriate hospitality for visitors.
3. channel expressions of approval as well as constructive criticism to the Board.
4. insure that such visits will enhance the effect of the educational program rather than hinder it.

Board members who visit schools of their own volition have no more authority than any other citizen. Board members have authority only in regularly called Board meetings, or when delegated specific tasks by Board action.

Loitering

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

LEGAL REF.: Sections 120.13(35) Wisconsin Statutes
120.44
Section 25.24, City of Wisconsin Rapids Municipal Code

CROSS REF.: 161, Board Member Authority
672.2, Relations with Vendors
860-Rule, Guidelines for Visitors to the Schools
860-Exhibit, Loitering in Schools and Playgrounds Ordinance

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

860-Rule GUIDELINES FOR VISITORS TO THE SCHOOLS

For the protection of everyone, ~~teachers~~ staff members and students are asked to ~~see~~ ensure that all visitors to the school during school hours, including agents and other individuals, are courteously directed to the office to obtain the principal's permission.

Under ordinary circumstances, a teacher being visited by a parent should continue with ~~the~~ regular classroom work. Parent-teacher conferences should be held before or after school in order that normal progress of classroom instruction will not be disrupted.

Contacts during school hours with non-school individuals and agencies for materials, services or programs may be made only with the approval of the principal.

Employees in school buildings shall report to the principal immediately any person loitering on or near the school grounds. The principal shall notify the appropriate law enforcement agency by telephone immediately upon receiving the report, and shall notify the Superintendent if he/she deems it necessary.

CROSS REF.: **455, School Safety**

APPROVED: November 11, 1974

REVISED: June 17, 2002

TBD

**860-Exhibit LOITERING IN SCHOOLS AND PLAYGROUNDS
ORDINANCE**

It shall be unlawful for any person, not in official attendance, or on official school business, to enter into, congregate, loiter, wander, stroll, stand, or play in any school building in the City of Wisconsin Rapids or in or about any playground area adjacent thereto, between the hours of 7:00 a.m. and 4:00 p.m. official city time, on official school days.

LEGAL REF.: Section 25.14 of the City of Wisconsin Rapids Municipal Code (Published
December 18, 1973)

APPROVED: November 11, 1974

REVISED: June 17, 2002

TBD

884 RELATIONS WITH FIRE AND EMERGENCY SERVICES/~~CIVIL DEFENSE DEPARTMENTS~~ LAW ENFORCEMENT AGENCIES

Educational programs designed to make students sensitive to the need for and the practice of good safety habits will be sponsored jointly by the school district and ~~the fire/~~emergency services and ~~civil defense departments~~ law enforcement agencies. School district staff and administrators are urged to cooperate with ~~fire and civil defense department~~ personnel from these agencies in every possible way.

Principals are directed to seek the advice and cooperation from ~~the fire/~~emergency services and ~~civil defense departments~~ law enforcement agencies ~~in~~ when planning and conducting drills, providing fire and civil defense education, first aid procedures, and steps needed to conform to all state and local codes.

CROSS REF.: 455, School Safety
723, Emergency Plans
District Crisis Action Plan

APPROVED: November 11, 1974

REVISED: June 17, 2002
TBD

LIQUIDATED DAMAGES

Any teacher desiring release from an individual teaching contract may make this written request to the Superintendent. Resignations will not be accepted after July 1 except for extenuating circumstances. Should a teacher breach his/her individual teaching contract or any provision thereof, liquidated damages in the respective amount set forth below shall be either paid or forfeited by the teacher at the option of the Board. Teachers working less than a 1.0 FTE will have liquidated damages pro-rated based on their individual FTE.

- June 16 – June 30: *liquidated damages in the amount of ~~\$300.00~~ \$500.00*
- July 1 – July 15: *liquidated damages in the amount of ~~\$500.00~~ \$1000.00*
- July 16 – up to the first contracted teacher day: *liquidated damages in the amount of ~~\$1000.00~~ \$2000.00*
- First contracted teacher day and after: *liquidated damages in the amount of ~~\$1500.00~~ \$3000.00*

The appropriate amount of liquidated damages, pursuant to the above, may be deducted from the teacher's last paycheck.

The Board in its discretion may waive the liquidated damages for the following reasons:

- Employment transfer of spouse;
- Illness of employee which prevents the employee from the completion of his/her contract;
- Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation request to the employee.

Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Section.

Average Class Size Report - Secondary

Attachment U

| WRAMS | | | |
|-------------------------------|--|--|---|
| Department | 2016-17 (1st Trimester) Grade 6-7 | 2017-18 (1st Trimester) Grade 6-7 | 2018-19 (1st Trimester) Grade 6-8 |
| Art | 24.00 | 26.43 | 25.08 |
| Business Exp. | 26.14 | 23.25 | 22.75 |
| Computer Applications | 23.20 | 23.75 | 24.75 |
| ELL | 4.00 | 6.00 | 7.00 |
| Family and Consumer | 24.50 | 24.13 | 24.50 |
| World Languages | 25.00 | 24.50 | 21.55 |
| Health | 26.00 | 25.00 | 26.06 |
| Language Arts | 26.67 | 26.63 | 26.64 |
| Rtl - Reading Essentials/R180 | 8.00 | 7.00 | 6.50 |
| Mathematics | 26.63 | 27.17 | 27.22 |
| Rtl - Mathematics | 9.00 | 3.67 | 4.00 |
| Music | 27.04 | 26.29 | 27.08 |
| Physical Ed | 27.54 | 28.08 | 26.18 |
| Science | 26.88 | 27.33 | 27.81 |
| Social Studies | 26.83 | 27.04 | 27.81 |
| SwD | 8.73 | 10.56 | 12.91 |
| Technology Ed | none | 25.00 | 23.83 |
| Lincoln High School | | | |
| Department | 2016-17 (1st Trimester) Grade 10-12 | 2017-18 (1st Trimester) Grade 10-12 | 2018-19 (1st Trimester) Grade 9-12 |
| Alternative Ed | 10.83 | 11.50 | 10.57 |
| Art | 24.89 | 22.75 | 24.64 |
| Business | 19.85 | 20.07 | 20.07 |
| CCHI | 23.50 | 19.50 | 25.00 |
| Computer Science | 24.50 | 25.17 | 25.10 |
| Drivers Ed | 26.33 | 15.50 | 21.00 |
| ELL | 1.00 | 6.00 | 5.00 |
| Family and Consumer | 25.83 | 24.80 | 19.29 |
| World Languages | 22.54 | 22.91 | 19.94 |
| Language Arts | 24.44 | 24.53 | 24.05 |
| Rtl - Reading Essentials | 7.25 | 7.00 | 10.00 |
| Mathematics | 24.86 | 24.44 | 23.63 |
| Rtl - Math Essentials | 4.33 | 2.33 | 6.00 |
| Music | 36.33 | 34.83 | 34.78 |
| Physical Ed | 29.27 | 27.42 | 24.56 |
| Health | 27.00 | 20.50 | 28.00 |
| Science | 20.28 | 22.35 | 24.00 |
| Social Studies | 24.19 | 25.29 | 26.41 |
| SwD | 7.97 | 8.78 | 7.77 |
| Technology Ed | 21.18 | 20.65 | 19.89 |

Class Size Report - Elementary

| 2018-2019 Class Size Report - Elementary | | | | | | | | | | Attachment U1 |
|--|--------------|---------|---------|---------|--------------|---------|---------|--------------|--------------------------|------------------------|
| Location | Kindergarten | Grade 1 | Grade 2 | Grade 3 | Gr. K-3 Avg. | Grade 4 | Grade 5 | Gr. 4-5 Avg. | School Total (Kdgn-Gr 5) | |
| Grant | 44 | 51 | 39 | 35 | | 38 | 40 | | 247 | <i>Enrollment</i> |
| Teacher FTE's | 3.00 | 3.00 | 2.00 | 2.00 | | 1.50 | 1.50 | | 13.00 | <i>FTE Total</i> |
| Avg/Grade/School | 14.67 | 17.00 | 19.50 | 17.50 | 20.25 | 25.33 | 26.67 | 24.33 | | <i>Avg CI Size K-5</i> |
| Grove | 44 | 37 | 41 | 23 | | 43 | 42 | | 230 | <i>Enrollment</i> |
| Teacher FTE's | 2.00 | 2.00 | 3.00 | 1.00 | | 2.00 | 2.00 | | 12.00 | <i>FTE Total</i> |
| Avg/Grade/School | 22.00 | 18.50 | 13.67 | 23.00 | 18.63 | 21.50 | 21.00 | 21.25 | | <i>Avg CI Size K-5</i> |
| Howe | 52 | 38 | 60 | 44 | | 56 | 52 | | 302 | <i>Enrollment</i> |
| Teacher FTE's | 3.00 | 3.00 | 3.00 | 3.00 | | 3.00 | 2.00 | | 17.00 | <i>FTE Total</i> |
| Avg/Grade/School | 17.33 | 12.67 | 20.00 | 14.67 | 16.83 | 18.67 | 26.00 | 23.00 | | <i>Avg CI Size K-5</i> |
| Mead | 71 | 49 | 51 | 62 | | 49 | 61 | | 343 | <i>Enrollment</i> |
| Teacher FTE's | 4.00 | 3.00 | 3.00 | 3.00 | | 3.00 | 3.00 | | 19.00 | <i>FTE Total</i> |
| Avg/Grade/School | 17.75 | 16.33 | 17.00 | 20.67 | 15.54 | 16.33 | 20.33 | 18.83 | | <i>Avg CI Size K-5</i> |
| THINK | 41 | 24 | 21 | 34 | | 33 | 31 | | 184 | <i>Enrollment</i> |
| Teacher FTE's | 2.00 | 2.00 | 1.00 | 2.00 | | 1.50 | 1.50 | | 10.00 | <i>FTE Total</i> |
| Avg/Grade/School | 20.50 | 12.00 | 21.00 | 17.00 | 17.40 | 22.00 | 20.67 | 25.00 | | <i>Avg CI Size K-5</i> |
| Washington | 57 | 56 | 64 | 51 | | 60 | 58 | | 346 | <i>Enrollment</i> |
| Teacher FTE's | 3.00 | 3.00 | 3.00 | 3.00 | | 2.00 | 3.00 | | 17.00 | <i>FTE Total</i> |
| Avg/Grade/School | 19.00 | 18.67 | 21.33 | 17.00 | 17.42 | 30.00 | 19.33 | 22.80 | | <i>Avg CI Size K-5</i> |
| Woodside | 56 | 65 | 72 | 50 | | 61 | 60 | | 364 | <i>Enrollment</i> |
| Teacher FTE's | 3.00 | 3.00 | 4.00 | 3.00 | | 2.00 | 2.00 | | 17.00 | <i>FTE Total</i> |
| Avg/Grade/School | 18.67 | 21.67 | 18.00 | 16.67 | 19.33 | 30.50 | 30.00 | 26.75 | | <i>Avg CI Size K-5</i> |
| Total Enrollment | 365.00 | 320.00 | 348.00 | 299.00 | | 340.00 | 344.00 | | 2016.00 | |
| Class Size Average | 16.24 | 14.60 | 16.31 | 15.81 | 15.68 | 20.54 | 20.50 | 20.25 | | 17.34 |
| Class Size Range | 12 - 22 | 11 - 22 | 14 - 22 | 12 - 24 | | 16 - 31 | 19 - 30 | | | |