



***Excellence for All – It's the Watertown Way***  
***Watertown Unified School District***

***Public Notice***

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**March 19, 2018**  
**6:00 p.m.**

**Regular Monthly Board Meeting**  
**Educational Service Center**  
**111 Dodge Street, Watertown, WI 53094**

**1. Call to Order by The Board President**

This is a public meeting of the School Board. Prior to this meeting, notice was given to the public. A copy of the notice of this meeting was forwarded to the official paper, the Watertown Daily Times.

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Music Selection**

**5. Preview of Agenda**

**6. Public Input**

**7. Announcements and Recognition/Communications**

- A. Youth Apprenticeship Recognition – Cyndy Sandberg
- B. Student Board Representatives

**8. Strategic Discussion**

- A. e-Campus Update – Bob Logan
- B. RMS Academy Update – Dave Vitale
- C. Playworks Update – Emily Lessner
- D. Central Office SLO – Dave Vitale, Ivan Thompson, Jenny Borst, Erin Meyer, and Brittany Altendorf
- E. Listening Sessions – Cassandra Schug
- F. Budget Update – Brittany Altendorf

**9. Reports**

- A. Superintendent Report and Board Committee Summary
  - 1. Events in the Watertown Unified School District
  - 2. Discussion of Board Meeting Evaluation/Board Goals

B. Department Reports and Board Committee Summaries

1. Fiscal Management Report
2. Human Resources Report
3. Educational Services Report
4. Teaching and Learning Report

**10. Consent Agenda – Resolution #8736**

**11. Action Items**

- A. Resolution #8737 – 2018 Summer School Staff

**12. Public Input**

**13. Adjournment**

## Consent Agenda

### SCHOOL BOARD RESOLUTION

#8736

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the following consent agenda items:

#### Minutes:

Board Meeting – February 26, 2018  
Special Board Meeting – February 19, 2018

#### Committee Summaries:

Educational Services – March 13, 2018  
Fiscal Management – March 14, 2018  
Human Resources – March 13, 2018  
Planning – None  
Policy Review - None

#### Personnel/Staffing:

##### Staff Resignations/Retirements/Terminations:

###### Certified Staff:

Ivan Thompson	Director of Human Resources District Wide (effective 6-15-18)
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###### Non-Certified Staff:

Jody Thompson	Administrative Assistant, Board Secretary, Deputy Clerk District Wide (effective 6-30-18)
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##### Staff Appointments:

###### Certified Staff:

Emma Phillips	School Psychologist District Wide (Effective 8-27-18)
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#### Approval of Bills

##### First Reading of the Following District Policies:

None

##### Second Reading of the Following District Policies:

#5345 – Youth Options Program Eligibility (delete) #5345 – Early College Credit Program (ECCP) (new policy)  
#5152.2 – Part-Time Open Enrollment (new policy)  
#5307 - Start College Now (new policy)  
#5221 – Student Scholarships, Gifts, and Awards (revisions)  
#5240 – Graduation (revisions)

- #5242 – Graduation Exercises (revisions)
- #3270 – Gifts, Grants, and Bequests – (revisions)
- #3610 – Transportation (revisions)
- #5311.1 – Bus Rider Rules – (revisions)

ACTION \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

Date March 19, 2018

**2018 Summer School Staff**

SCHOOL BOARD RESOLUTION

#8737

BE IT RESOLVED, that the following staff be employed in the Watertown Unified School District for the 2018 Summer School Program:

**CERTIFIED TEACHERS**

Phillip Piscitello  
Sean Van Aacken

**SUPPORT STAFF**

Julie Walter

ACTION \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

Date March 19, 2018

**First Reading of the Following District Policies:**

None

## **Second Reading of the Following District Policies:**

#5345 – Youth Options Program Eligibility (delete) #5345 – Early College Credit Program (ECCP) (new policy)

### **Students**

### **Activities**

### **Early College Credit Program (ECCP)**

The Watertown Unified School District recognizes the value of learning that can be achieved outside the high school setting. Therefore, the Watertown Unified School District shall provide students with the opportunity to participate in the Early College Credit Program (ECCP) as outlined in State law. Student participation in ECCP shall be in accordance with established procedures in State law (118.55).

ECCP allows a student in grades 9-12 to apply to enroll in a UW System institution or a private, nonprofit institution of higher education (IHE) to take one or more nonsectarian courses for which the student may earn high school credit, post-secondary credit or both. Participation is allowed during fall, spring and/or summer.

If a student is taking a course(s) through ECCP, participation in Start College Now (via technical college) is not allowed at the same time. The total number of credits a student can attain through ECCP is 18 college credits that the District will be responsible for applicable costs.

The District does not pay for a “comparable” course offered. Any requested course must meet a high school graduation requirement. The cost of courses are shared among the IHE, the school district (or private school), the state, and, in some cases, the student or students’ family. If a student fails the course or withdraws/drops, the student/family will reimburse the District.

Application deadlines are March 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.

**Legal Reference:**                    **Wisconsin Statutes - 118.55**

**Policy Approved:**                **March 19, 2018**

**Policy Revised:**

## #5152.2 – Part-Time Open Enrollment (new policy)

### Students

### Activities

### Part-Time Open Enrollment

Watertown Unified School District high school students in grades 9-12 may apply to attend a public high school in a nonresident school district for the purpose of taking up to two (2) courses while remaining enrolled in their district of attendance for the majority of their classes.

Students may obtain an application form from any school district, the Department of Public Instruction or from the open enrollment website at <https://dpi.wi.gov/open-enrollment/ptoe>. The application must be submitted to the nonresident school board no later than six (6) weeks prior to the date on which the course is scheduled to begin.

#### Approval or Denial Nonresident School District

The nonresident school district is required to notify the student if approved or denied no later than one week prior to the start date of the course. The nonresident school district may deny a student's application only for the following reasons:

- Space is not available in the course.
- The student is not in the high school grades.
- The student does not meet the nonresident school district's criteria for being admitted to the course.
- The student is not enrolled in a public high school in Wisconsin.

#### Approval or Denial Resident School District

The resident school district is required to notify the student no later than one week before the start date of the course:

- If the application is denied (notification is not required for approval).
- If the course does not meet the high school graduation requirements in the resident school district. The student may attend the course even if it does not meet the high school graduation requirements.

The resident school district:

- *MUST* reject an application if it determines that the course conflicts with a student's individualized education plan (IEP).
- *MAY* reject an application if the cost of the course (as determined by DPI) would impose an undue financial burden.
- Pays the nonresident school district an amount equal to the cost of providing the course to the pupil as calculated/determined by DPI.

#### Release of Records

The student's parent or guardian is required to sign the application form, unless the student is 18 years of age or older. By signing the form, the parent grants permission for the nonresident school district to



request and obtain from the resident school district records that are necessary to determine whether or not the pupil is in high school and whether the student meets the prerequisites for the course.

State statute also permits the non-resident school district to request any records relating to a pupil's expulsion during the current or preceding two school years. Separate parental permission is not required to release these records.

#### Notification of the Student's Intent to Attend the Course

If the student has been notified that she or he is accepted into the course, the parent must notify both the nonresident and resident school districts whether or not the pupil will attend the course by the last weekday (excluding state holidays) before the course starts.

#### Appeals

If the application is rejected by either the resident or nonresident school district, the parent may appeal the decision to the Department of Public Instruction within 30 days. The Department is required to uphold the school board's decision unless the Department finds that the decision was arbitrary or unreasonable. The Department's decision is final.

#### Transportation

The parent is responsible for transporting the pupil to and from the course in the nonresident school district.

The parent may apply to the Department of Public Instruction for a prorated reimbursement of the actual transportation costs. There is a maximum statewide appropriation for transportation reimbursement. Preference for reimbursement will be given to families that are eligible for free or reduced price lunches under the federal school lunch program.

Claims for transportation reimbursement may be submitted to the Department of Public Instruction at the end of the school year. The online claim form will be available starting June 1 on the open enrollment website at <https://dpi.wi.gov/oe>. Claims are due no later than July 15.

**Legal Reference:**                    **Wisconsin Statutes – 118.55**

**Policy Approved:**                **March 19, 2018**

**Policy Revised:**

#5307 - Start College Now (new policy)

## **Students**

## **Activities**

### **Start College Now**

The Watertown Unified School District recognizes the value of learning that can be achieved outside the high school setting. Therefore, the Watertown Unified School District shall provide students with the opportunity to participate in the Start College Now program as outline in State statute. Student participation in Start College Now shall be in accordance with established procedures in State statute (38.14).

Start College Now allows public school juniors and seniors, who meet certain requirements, to take courses at a Wisconsin technical college for high school and technical college credit. Upon student request and with written parent or guardian approval, a student who satisfies the following criteria may apply to attend a technical college for the purpose of taking one or more courses:

- Student is in good academic standing
- Student is on track to graduate from high school on time
- Student is not participating in the Early College Credit Program (ECCP) at the same time
- Watertown Unified School District may refuse to permit a student to attend a technical college if the student is a child with a disability and the Board determines that the cost to the District would impose an undue financial burden to the District.

The technical college will admit the student to the technical college if he or she meets the requirements and prerequisites of the course or courses for which he or she applies except as follows:

- The course is full from individuals applying for admission to the course who are not high school students
- Student has a record of disciplinary problems

The technical college shall ensure that the student's educational program meets the high school graduation requirements. At least 30 days before the beginning of the technical college semester in which the student will be enrolled, the Watertown Unified School District shall notify the student, in writing, if a course in which the student will be enrolled does not meet the high school graduation requirements and whether the course is comparable to a course offered in the District. If the student disagrees with the Board's decision regarding comparability of courses or satisfaction of high school graduation requirements, the student may appeal the Board's decision to the state superintendent within 30 days after the decision. The State Superintendent's decision is final and is not subject to review.

If a course is approved, Watertown Unified School District pays for the tuition, course fees and books. Students and parents or guardians pay for incidental costs or items that will become the property of the student.

If a student receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college, the student's parent or guardian, or the student if he or she is an adult,

shall reimburse the Watertown Unified School District. If the Watertown Unified School District is not reimbursed as requested, the student will be ineligible for any further participation in the program.

Students must notify the Watertown Unified School District of his or her intent to attend a technical college by March 1<sup>st</sup> if the student intends to enroll in the fall semester and by October 1<sup>st</sup> if the student intends to enroll in the spring semester.

**Legal Reference:**                    **Wisconsin Statutes – 38.14**  
   **Wisconsin Statutes – 118.33**  
   **Wisconsin Statutes – 118.53**  
   **Wisconsin Statutes – 118.55 (7t)(C)**

**Policy Approved:**                    **March 19, 2018**

**Policy Revised:**

## #5221 – Student Scholarships, Gifts, and Awards (revisions)

### **Students**

### **Progress**

### **Student Scholarships, Gifts, and Awards**

The Board of Education encourages the acceptance and disbursement of student scholarships and awards to graduating seniors. All gifts, scholarships, and awards to students, whether in a direct or indirect monetary form, shall be accepted through activities and from donors that are recommended by the Scholarship Committee and approved by the school administration. Scholarships and awards given by non-school organizations, in which the school is directly responsible for determining the recipient and/or qualifications for receiving such scholarship or award, must be accepted and approved by the Board prior to the disbursement of the scholarship or award.

Students shall be informed by the Scholarship chairperson of any available academic scholarships. Literature concerning available scholarships shall be posted in the school building. The Scholarship chairperson shall maintain records of available scholarships and shall notify students of such scholarship opportunities.

In order to be eligible for academic scholarships in the District, a student must hold senior class standing and have been enrolled for five consecutive trimesters of course work as a Watertown Unified School District student immediately prior to the awarding of the scholarship. Exceptions will be made for students who were enrolled in a study abroad program and other extraordinary circumstances. To attain senior standing a student must have earned at least 15.5 credits (17.5 effective with the Class of 2021).

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

### **Wisconsin Academic Excellence Higher Education Scholarship**

The Watertown Unified School District shall annually designate academic scholars, for the purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholars shall be the senior with the highest grade point average (GPAC) computation in all subjects. The grade point average calculation will be calculated in accordance with School Board Policy #5222 Laude System. The scholars shall be named in accordance with timelines required by law.

Students must hold senior class standing and be enrolled full-time in the Watertown Unified School District for the five consecutive trimesters immediately prior to the awarding of the scholarship. The GPAC computed at the end of the fall trimester will be used to award the Wisconsin Academic Excellence Higher Education Scholarship. To attain senior class standing a student must have earned at least 15.5 credits (17.5 effective with the Class of 2021).

In the event of a tie, the scholarship committee shall use the following criteria to break the tie to name the scholars and prioritize the remaining students as alternates:

1. Students must have applied, been accepted, and commit to attend a Wisconsin public college or technical school or a participating private college in Wisconsin.
2. If a tie continues to exist, the student(s) with the highest score on the American College Test (ACT) by the end of the tenth (fall) trimester. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the tenth (fall) trimester will be used.
3. If a tie continues to exist, the student(s) with the highest total number of credits earned in core curriculum courses as identified by the University System: English, Social Studies, Math, and Science.
4. If a tie continues to exist, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates.

#### Technical Excellence Scholarships (TES)

The Watertown Unified School District shall annually designate students for the purposes of the Technical Excellence Scholarship. The students shall be seniors who have the highest demonstrated level of proficiency in technical education subjects. Students must be enrolled full-time in the Watertown Unified School District for the five consecutive trimesters immediately prior to the awarding of the scholarship. The number of scholarships will be based on total student enrollment.

In order to be eligible for nomination to a TES scholarship, a student must exhibit interest in and planning for a technical career. In addition in order to be eligible for a TES scholarship, a student must also have completed at least one of the following eight eligibility items. Students awarded a TES scholarship must have:

1. Be a Career Technical Education (CTE) Concentrator, which is a high school student who has completed at least three (3) high school CTE courses in program areas leading to a degree or diploma in the student's chosen pathway. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.)
2. Participated in a youth Apprenticeship program.
3. Participated in a Technical High School Diploma program.
4. Participated in a Career and Technical Training pathway.
5. Participated in a Skills Standards program.
6. Completed (or be on track to complete) an industry-recognized certification program.
7. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or Skills USA.
8. Completed a technical training program for high school students.

The Watertown Unified School District shall use the point system to rank eligible candidates created by the Higher Education Aids Board (HEAB).

The ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience. Under the recommended point system:

- One point is given to a student for each credit earned in high school in CTE.



#5240 – Graduation (revisions)

**Students**

**Progress**

**Graduation**

Students shall be required to successfully complete all established credits and other requirements outlined in this policy in order to graduate from Watertown Unified School District unless otherwise modified under At-Risk, state and federal laws pertaining to students with disabilities, Section 504 Legislation, or Board Policy #5241 – Early Graduation. Programs to accommodate students with educational disabilities and students with special academic interests or talents are encouraged within the graduation policy. Through these programs the Watertown Unified School District may design special programs aimed at meeting these individual needs. A student with a disability may meet the academic performance criterion in this policy by meeting the goals established through the Individual Education Plan (IEP), based on model academic standards, identified through the IEP process. Requirements for earning a diploma under a district approved competency based program may also supersede the criteria listed below.

Students shall take a minimum of six credits (seven credits beginning with the Class of 2021) each year and shall be in attendance twelve trimesters.

The transcript of courses taken and grades earned for all students awarded a diploma will reflect pertinent federal and/or state law governing the issuance of the high school diploma for each student.

The credit requirements for graduation shall include the following:

English	4	credits
Social Studies	3	credits
Mathematics	3	credits
Science	3	credits
Physical Education	1-1/2	credits
Financial Literacy	1/2	credit
Humanities	1/2	credit
Health	1/2	credit
Vocational Subjects	1/2	credit
<b>Electives</b>	6 1/2	credits
	8 1/2	credits (Beginning with the Class of 2021)
Post-Secondary Experience/Course* (e.g. Dual Credit/Advanced Placement)	1/2	credit (Beginning with the Class of 2019)
<hr/>		
TOTAL	23	credits
	25	credits (Beginning with the Class of 2021)

\* *Post-Secondary Experience/Course can be applied to an elective or required class (ie. AP Biology would count for both Science and the Post-Secondary Credit requirement).*

The Watertown Unified School District Board of Education awards diplomas to recognize students who have met certain academic requirements and achievement levels set by the District. In order to graduate from Watertown Unified School District and receive a diploma, a student in the District must meet the requirements set out in this policy.

1. The student must earn a minimum of 23 or 25 course credits for graduation as outlined above and including the specific course requirements outlined in district policies and procedures.
2. The student must be enrolled in a Board-approved course or activity, or alternative education program, for each class period of each school day in grades (9 – 12).
3. The student must attend high school in the District for a minimum of three full trimesters, including the trimester immediately preceding graduation. Exceptions to this provision may be made by the high school principal.

**Competency Based Program:** A student enrolled in a competency based program and meets the requirements of that program that depart from the criteria of this policy, but are authorized under state law and approved by the Board of Education, shall be issued a Watertown Unified School District diploma.

**Students with Disabilities:** Students with disabilities will be granted a diploma when they have successfully completed the required number of credits and prescribed courses or have taken substitution or courses with accommodations as determined by the Individual Education Program Team (IEP Team). Teacher recommendations will be considered as needed. Alternative graduation requirements may be determined with the IEP as agreed upon by the IEP team.

Specific academic requirements shall be available for inspection in the district offices, from the Counseling Department, and shall be distributed in the High School Student Handbook.

Beginning in the 2016-17 school year, in order to be eligible for a Watertown Unified School District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. A student with a disability for whom an individualized education program (IEP) is in place must also take the civics test, however, his/her graduation shall not be contingent on the successful completion of the test.

Beginning with the Class of 2019, in order to be eligible for a Watertown Unified School District high school diploma, a student must have taken and successfully completed a course (0.5 credit minimum) that provides a post high school course experience. This could include, but is not limited to, AP, Dual Credit, Transcribed, and Articulated Courses.

**Legal Ref:** PI 18, DPI Administrative Rules

**Policy Approved:** September 27, 1989

**Policy Revised:** September 26, 1996  
November 24, 1998  
February 22, 2001



**May 23, 2002**  
**February 27, 2003**  
**February 26, 2004**  
**May 26, 2005**  
**April 26, 2007**  
**September 25, 2008**  
**July 26, 2010**  
**February 28, 2011**  
**January 26, 2015**  
**January 25, 2016**  
**December 19, 2016**  
**March 19, 2018**



## **Business and Non-Instructional Operations**

### **Income**

#### **Gifts, Grants, and Bequests**

The Watertown Unified School District may accept and use any bequest, gift of money or property for a purpose deemed by the Board to be consistent with District goals and objectives. To be acceptable, a gift must:

1. Be offered by an appropriate donor.
2. Not require additional staff needs.
3. Not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Not bring undesirable or hidden costs to the District.
5. Place no unreasonable conditions on a school program.
6. Be consistent with public law.

Initial discussion of the gift proposal or project may take place with the appropriate school employee most likely to be affected (i.e. athletic director, band director, librarians, department head, or building principal, etc.). The building administrator may accept gifts, grants, or bequests, and develop the specific details of the transactions for donations less than \$2,000. Board approval is not necessary provided the above criteria has been met. The donor will complete a “Public Gifts to Schools Form” at the time the donation is received by the District. A letter of appreciation/acknowledgment may be sent to the donor by the Director of Business Services upon acceptance and receipt of the form. The donation shall be announced publicly at the next Board meeting upon the donor’s request.

The Superintendent or designee, shall make a recommendation to the Board requesting its approval and acceptance for gifts of \$2,000 or more. The Board reserves the right to withhold endorsement of any business or product. The specific details of the transaction will be developed for donations in excess of \$2,000. A letter of appreciation from the Board, for gifts, grants, and bequests which exceed \$2,000, will be sent to the donor upon acceptance or rejection of the offer. The donor reserves the right to remain anonymous.

The District may apply for and accept grants of money or contributions of property for a purpose deemed by the Board to be consistent with District goals and objectives. Grant applications shall be approved in advance by the Superintendent or designee who shall then make a recommendation to the Board requesting its approval. To be acceptable, a grant program must comply with the following conditions:

1. Be offered by an appropriate donor;
2. Not require additional staff needs not funded entirely by grant funds;
3. Not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted;
4. Not bring undesirable or hidden costs to the District;
5. Place no unreasonable conditions on a school program;



## **Business and Non-Instructional Operations**

### **Auxiliary Services**

#### **Transportation**

It shall be the policy of the Watertown Unified School District to provide transportation for students who reside within the WUSD boundaries under provisions of Wisconsin laws and regulations and in accordance with this transportation policy. In addition to normal school day transportation for students, the board may provide for transportation of students for extra-curricular activities. The District is also required to provide transportation service to other students as outlined in the law.

The Director of Business Services shall be responsible for the supervision of the student transportation program, conducting appraisals of such program and making recommendations for its improvement in terms of maximum service, safety, economy and efficiency.

For purposes of this policy, the term “bus” shall mean any school bus type vehicle or smaller vehicle (station wagon, van, etc.) that is used for transportation of students by the school district.

#### **Eligibility Guidelines**

- A. The WUSD shall provide transportation for all resident students who attend public and nonpublic schools (unless parent contracts are provided pursuant to B) located within the boundaries of the school district, to and from the school of attendance, as determined by the District, as follows:
  1. The Watertown Unified School District shall provide transportation services to and from school for all students in the district who reside outside the city limits. Exceptions shall be made when elementary school students are assigned to buildings outside their own attendance area
  2. Transportation shall be provided for all resident students living four or more miles from their school of attendance, as measured by the usual traveled route.
  3. Transportation shall be provided for all resident students living within areas of unusual hazard. Areas of unusual hazard must be officially designated by the local law enforcement authority or designee.
  4. Children with disabilities shall be transported in accordance with state law.
  5. Private school students shall be transported in accordance with state law.
  6. Any student who is homeless or an unaccompanied youth, as defined under federal law, and who has a legal right to District-provided transportation.
  7. If a student is living outside the District, but is enrolled in the District as a resident student because the student’s parents or guardians have joint legal custody, the District will transport the student to and from an agreed-upon location with the District upon request from the student’s parent or guardian.
- B. Pursuant to Wisconsin Statutes 121.54(2)(b)(1) and 151.55(1)(b), the District may issue parent contracts to parents of resident students who attend public or nonpublic schools located within the school district boundary; or who attend nonpublic schools located outside the District but within

five miles of the school district boundary by the most usually traveled and direct route to that nonpublic school.

- C. Ineligible resident students may request an agreement with the District providing the bus does not leave its normal bus route and there is adequate room on the bus. In the event that an overload occurs as the year progresses, the last ineligible student added to the bus list will be first taken off. Payment in full for this service, or alternate arrangement for full payments as authorized by the Director of Business Services, must be made before the student will be permitted to ride the bus. When there is no cost to the District, the District reserves the right to waive payment for students that are ineligible for transportation. This decision will be made by the Superintendent and/or the Director of Business Services.
- D. The reimbursement rate for parent contracts will be determined in accordance with provisions of Wisconsin Statute 121.55(3).

### Routes and Services

- A. The bus transportation contractor (bus contractor) shall annually establish bus routes (including pick-up and drop-off points) and schedules, utilizing school rosters and school starting and ending times provided by the District.
- B. The bus contractor is responsible for coordinating and directing all bus schedules and routes. The bus contractor will be responsible for maintaining an electronic database of students and routes. The electronic database of students and routes will be a current/up-to-date listing that will be made available to the Superintendent or his/her designee upon request. In directing the bus services, the bus contractor shall make decisions, which further the interests of the students and the goals of the District. The bus contractor shall develop rules and procedures for the safe and efficient operation of the bus and transportation services. These rules and procedures shall be reproduced and distributed to the parents/guardians of all students attending school in the District. All rules and procedures are subject to the approval of the Director of Business Services.
- C. The District shall annually approve all routes established by the contractor. When changes in routing and/or scheduling become necessary during the school year, such changes must be authorized by the Director of Business Services.  
When changes in routing or scheduling become necessary, parents of the affected students will be notified by the transportation contractor as soon as practical before the change is placed into effect.
- D. The bus contractor shall use the following criteria to establish pick-up points:
  - 1. Bus capacity
  - 2. Number of students
  - 3. Distance to pick-up points without substantially extending student time on the bus
  - 4. Concern for student safetyStudents may be required to walk up to .5 of a mile to an established bus stop. Walking distance will be determined by the transportation contractor and Director of Business Services, based on safety considerations and related traffic conditions.
- E. The District's responsibility for individual students begins at the designated pick-up point and ends at the designated drop-off point.
- F. Subject to the maximum one-way walking distance (D above) buses will not be routed on dead-end streets, cul du sacs or courtyards unless a hazardous walking condition exists and then only if an adequate and safe turnaround area for the bus exists.



## #5311.1 – Bus Rider Rules – (revisions)

### Students

### Activities

### Bus Rider Rules

All bus rider rules apply to every student riding school buses, private or public.

*Definition of Main Road:* A Main Road is any public road with a speed limit in excess of 35 mph with the exception of dead-end roads .5 of a mile in length or less.

#### Previous To Loading (On the main road and at school)

1. Students should be on time at the designated loading zone. (5 minutes prior to scheduled stop.)
2. Bus pick-up points on main roads need not be the end of a driveway in cases where a rural home is located on an inter-section provided the distance between the home and the inter-section does not exceed .5 mile and the alternative pick-up point is less than .25 of a mile. (Students would then walk across a yard or use a tractor path if by doing so, routing became more efficient.)
3. Students should stay off the main road at all times while walking to, and waiting for, the bus. They should line up single file perpendicular to the main road and off the roadway.
4. Students should wait until the bus is completely stopped before moving forward to enter. If a student must cross a highway, he/she should not cross until the bus driver signals that it is safe.
5. Students should enter the bus single file and go immediately to a seat and be seated.
6. If a student is going to be absent, his/her parents/guardian should call the bus company, so they can relay a message to the driver at (920) 261-5062.

#### While On The Bus

1. All riders are to remain seated while the bus is in motion. (No climbing on or under the seats at any time.)
2. Windows are to be kept closed unless permission is given by the driver to open them. Riders are to keep hands, head, and arms inside the bus should windows be open.
3. Riders are not permitted to litter on the bus or throw any materials or objects from the bus.
4. Riders are expected to obey the driver, who has full authority to operate the bus in the best safety and convenience of the rider. The driver has full authority to assign seats or restrict privileges, if necessary.
5. Riders are to keep books, packages and musical instruments out of the aisle and place them on their laps. Objects that cannot be held on the lap should not be carried on the bus, unless specific permission has been given by the driver. Animals are never to be brought on the bus.
6. Objects that may be dangerous or potentially harmful to other riders are strictly forbidden.
7. Card games and disruptive electronic devices inappropriate for bus riding are not permitted.
8. All riders are expected to respect all bus equipment and the possessions of other riders. The rider and/or parents of the rider will be held responsible for any damages incurred to the bus, its equipment, or the possessions of other riders.
9. Obscene language, gestures, or inappropriate sexual contact are forbidden.
10. Scuffling, fighting, yelling, etc. is forbidden.



11. Smoking is never permitted on the bus.
12. Eating, drinking, or chewing gum on the bus is not permitted to and from school.

### Leaving The Bus

1. Students should not get up to leave the bus until the bus has come to a complete stop.
2. Students should cross the main road, when necessary, after getting off the bus (at least ten feet in front of the bus) only after the driver signals that it is safe.
3. Students should be alert to the danger signal from the driver.
4. The driver is not to discharge or pick up students at places other than their regular stop at home or at school, unless he/she has proper authorization from both parents and the principal of the school.

### At All Times

1. Students shall follow the directions of chaperones appointed by the school officials.
2. Older students should help look after the safety and comfort of younger students.
3. Any action that endangers the safety and welfare of any person is forbidden.

### Bus Discipline Procedures

The following procedures apply to all students, both public and private, who ride school buses. They are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules. The primary objectives include correcting unacceptable behavior on the bus, providing for the best interests of all parties, and affording an individual and his/her parents due process should it be necessary to temporarily suspend or more permanently deny transportation services.

All school administrative staff and bus transportation staff shall be expected to be fair and consistent in the administration of these established procedures:

1. A single incident of a very serious nature, which threatens the health, safety, and welfare of other individuals on the bus or a school district employee, may be referred to the district/administrator/designee for action and/or hearing.
2. Initial phase of discipline for non-critical situation shall be between the bus driver and the rider.
3. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she shall be instructed to fill out a school bus discipline report on the rider. This report will be given to the Principal at the site the student attends. The Principal will make personal contact with the parent/guardian. This parent/guardian contact shall be documented on the discipline report and filed for possible future use.
4. If the discipline problem persists, the driver shall be required to complete an additional report, which is attached to the initial report containing the results of the parent/guardian contact. The student's principal will review the report and forward it to the Director of Business Services for appropriate action.
5. When the principal receives the report, he/she has the following options:
  - a. Reprimand
  - b. Parent/guardian conference
  - c. Temporary suspension of bus services
  - d. One or all of the above with a warning of more serious action if the problem persists and a third report is filed
  - e. School discipline

