



Moral imperative: ALL students will have an equal opportunity to prepare for college and/or careers with the support of highly qualified educators in a learning environment that is resource rich, safe, and welcoming.

REGULAR SCHOOL BOARD MEETING

September 24, 2024 at 7 p.m.

John J. Hosmanek Educational Support Center
Board Meeting Room
3600 52nd St., Kenosha WI, 53144

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Regular School Board Meeting
September 24, 2024
Educational Support Center
3600 52nd St.
Kenosha, WI 53144
7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Awards/Recognition	
IV. Introduction, Welcome and Comments by Student Ambassador	
V. Superintendent's Report	
VI. Legislative Report	
VII. Views and Comments by the Public	
VIII. Remarks by the President	
IX. Administrative and Supervisory Appointments	
X. Consent Agenda	
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Resolution in Recognition of Wisconsin School Board Appreciation Week	
XIII. Announcements/Updates by Board members (2-minute limit per member)	
• Per Policy 8710, comments in response to public comments are allowable only if the topic was included in the original notice of the meeting.	
XIV. Other Business as Permitted by Law	
XV. Tentative Schedule of Reports, Events and Legal Deadlines for School Board (October-November)	159
XVI. Predetermined Time and Date of Adjourned Meeting, if Necessary	
XVII. Adjournment	

Kenosha Unified School District
Kenosha, WI
September 24, 2024

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Adamcik-Rojas	Lori	Kenosha School of Language	Dual Spanish	Instructional	09/09/2024	1
Appointment	Ahern	Craig	Bradford High School	Math	Instructional	09/16/2024	1
Appointment	Cannon	Raven	Food Service	Food Service Worker	Food Service	08/29/2024	1
Appointment	Capriotti	Allyson	Harborside Academy	Administrative Support (12 MO)	ASP	09/10/2024	1
Appointment	Cosford	Tiffany	Department of Special Education	Special Education	ESP	08/27/2024	1
Appointment	Crist	Mary	Somers Elementary School	Grade 4	Instructional	09/09/2024	1
Appointment	Dixon	Steffon	Reuther Central High School	Art	Instructional	08/26/2024	1
Appointment	Edens	Shawna	Indian Trail HS & Academy	Security	ESP	09/16/2024	1
Appointment	Elsen	Jodie	Grewenow Elementary School	Classroom	ESP	09/03/2024	0.4
Appointment	Figueroa	Ashley	Pleasant Prairie Elementary School	Grade 5	Instructional	08/26/2024	1
Appointment	Freed	Emily	KTEC	Music	Instructional	08/29/2024	0.5
Appointment	Glass Jr	Myron	Tremper High School	Security	ESP	09/23/2024	1
Appointment	Greenwood	Tammi	Pleasant Prairie Elementary School	Special Education	ESP	09/16/2024	1
Appointment	Kristiansen	Samuel	Brass Community School	Music	Instructional	09/03/2024	1
Appointment	Larez	Korinne	Career and Technical Education	Administrative Specialist (12 MO)	ASP	09/16/2024	1
Appointment	LaScola	Samuel	Ruth Harman Academy	Science	Instructional	08/26/2024	1
Appointment	Lichtenwalner	Karie	Department of Special Education	Administrative Specialist (12 MO)	ASP	08/28/2024	0.5
Appointment	Lince	Jennifer	Lance Middle School	Science	Instructional	08/26/2024	1
Appointment	Lovejoy	Austyn	Indian Trail HS & Academy	Biology/Life Science and Chemistry	Instructional	08/26/2024	1
Appointment	Malone	Mark	Grant Elementary School	Classroom	ESP	08/27/2024	1
Appointment	Martin	Anthony	Reuther Central High School	Physical Education	Instructional	08/26/2024	1
Appointment	McClure	Eva	Grewenow Elementary School	Grade 2	Instructional	08/26/2024	1
Appointment	Ness	Diana	Grant Elementary School	Grade 2	Instructional	08/26/2024	1
Appointment	Northern	Kimberly	Tremper High School	Special Education	ESP	08/27/2024	1
Appointment	Payne	Peter	Indian Trail HS & Academy	Cross Categorical	Instructional	08/26/2024	1
Appointment	Quiroz	Megan	Mahone Middle School	Special Education	ESP	09/18/2024	1
Appointment	Schiller	Ursula	Department of Special Education	Interpreter	Interpreter	09/06/2024	1
Appointment	Smith	Brittany	Human Resources	Administrative Support (12 MO)	ASP	09/11/2024	1
Appointment	Smith	Peter	Somers Elementary School	ESL Other Language	Instructional	09/09/2024	0.4
Appointment	Smith	Robert	Mahone Middle School	Security	ESP	09/16/2024	1
Appointment	Snow	Shaquita	Brass Community School	Grade 3	Instructional	08/26/2024	1
Appointment	Snyder	Emily	Student Support	Psychologist	Instructional	09/09/2024	1

Kenosha Unified School District
Kenosha, WI
September 24, 2024

The Office of Human Resources recommends the following actions:

Appointment	Somers	Jordyn	Harvey Elementary School	Grade 5	Instructional	08/26/2024	1
Appointment	Story	Beth	Department of Special Education	L.D.	Instructional	08/26/2024	1
Appointment	Thomas	Taylor	Bradford High School	History	Instructional	08/26/2024	0.67
Appointment	Tolefree	Tracee	Indian Trail HS & Academy	Security	ESP	09/09/2024	1
Appointment	Werkema	Andrew	Prairie Lane Elementary School	Kindergarten	Instructional	08/27/2024	1
Appointment	Wilber	Rose	Frank Elementary School	Classroom	ESP	09/13/2024	1
Appointment	Woodard	Hilary	Roosevelt Elementary School	Kindergarten	Instructional	08/26/2024	1
Appointment	Zeihen	Juli	Somers Elementary School	Information/Health Services	ESP	08/27/2024	1
Resignation	Aguilar	Carlos	Indian Trail HS & Academy	Security	ESP	06/12/2024	1
Resignation	Dresen	Lisa	Somers Elementary School	Grade 4	Instructional	06/13/2024	1
Resignation	Lundgren	Vanessa	Bose Elementary School	Special Education	Instructional	08/17/2024	1
Resignation	Paige	Maria	Somers Elementary School	Administrative Specialist (10 MO)	ASP	09/06/2024	1
Resignation	Schutz-Gauss	Tina	Tremper High School	English	Instructional	08/19/2024	1
Resignation	Thomas	Samantha	Department of Special Education	Special Health Care Nurse	Instructional	08/15/2024	1
Resignation	Whitmore	Elisha	Somers Elementary School	ESL Other Language	Instructional	06/13/2024	1
Retirement	Towers	Mary	Mahone Middle School	ESL Other Language	Instructional	06/13/2024	1

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 27, 2024

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 27, 2024 in Room 125 at the John J. Hosmanek Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:58 p.m. with the following members present: Mrs. Schmaling, Ms. Adams, Mr. Price, Mr. Tierney, Mrs. Landry, Ms. Stevens, and Mrs. Modder. Dr. Weiss and Mr. Neir was also present.

Mrs. Modder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Modder announced that an executive session was scheduled to follow this special meeting for the purposes of Review of Findings/Order by Independent Hearing Officer, Items Relating to Students Requiring Confidentiality by Law, and Litigation.

Mr. Price moved that the executive session be held. Second by Mrs. Landry. Motion carried unanimously. Moved into closed session at 5:59 p.m.

1. Litigation:

Mr. Kevin Neir, Chief Human Resources Officer, presented board members with information pertaining to a legal matter.

Ms. Adams made a motion to approve the administration's recommendation for disallowance of a claim. Second by Mr. Price. Motion carried. Mr. Tierney dissented.

Mr. Neir left the meeting at 6:05 p.m.

2. Expulsions:

Mr. Anthony Casper, eSchool Principal and Administrative Review Chair, presented three students: one for expulsion and two reviews of expelled students.

Mr. Casper and Dr. Weiss left the meeting at 6:15 p.m.

Ms. Stevens made a motion to approve the expulsion per the Independent Hearing Officer's recommendation. Second by Mr. Price. Motion carried unanimously.

Mr. Price made a motion to accept the review presented by administration. Second by Mrs. Landry. Motion carried unanimously.

Mr. Price made a motion to accept the modified recommendation as presented. Second by Mr. Tierney. Motion carried unanimously.

3. Litigation:

Dr. Weiss returned to the meeting and presented options to the board regarding a legal matter.

Board members asked questions and gave direction to administration regarding next steps.

Mrs. Schmaling moved to adjourn the meeting. Second by Mr. Tierney. Motion carried unanimously.

Meeting adjourned at 6:52 p.m.

Denise Ewing
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD AUGUST 27, 2024

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 27, 2024, at 7:00 p.m. in the Board Room at the John J. Hosmanek Educational Support Center. Mrs. Modder, President, presided.

The meeting was called to order at 7:00 p.m. with the following Board members present: Mrs. Schmaling, Ms. Adams, Mr. Price, Mr. Tierney, Mrs. Landry, Ms. Stevens, and Mrs. Modder. Dr. Weiss was also present.

Mrs. Modder, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District. Notice of this regular meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

Mrs. Tanya Ruder, Chief Communications Officer, presented the Bradford High School Girls' Softball D1 State Champions.

No student ambassador was present.

Dr. Weiss gave the Superintendent's Report.

Mr. Price gave the Legislative Report.

Views and comments were made by the public.

Mrs. Modder gave remarks by the President.

There were no Administrative or Supervisory Appointments.

Ms. Adams moved to approve the consent agenda (items A-C) as printed. Second by Ms. Stevens. Motion carried unanimously.

Old Business – Dr. Weiss introduced Mr. Brian Nicol of the Donovan Group, along with Mr. Tarik Hamdan, Chief Financial Officer, and Mrs. Ruder presented information about the Operational Referendum Question. The Presentation included topics of Recurring vs. Non-Recurring, Needs Determination, Survey Process, and Next Steps.

No action was taken on this item as it was an informational item.

Mr. Patrick Finnemore, Director of Facilities, and Mr. Hamdan presented the Dimensions of Learning Site Property Sale, submitted by Mr. Finnemore, Mr. Hamdan and Dr. Weiss.

Ms. Stevens moved to approve the sale of the Dimensions of Learning property to Ms. Charleen Geismann for \$200,000, as described in the report and associated attachments. Second by Mr. Price. Motion carried unanimously.

Mr. Finnemore and Mr. Jeff Marx, Transportation Supervisor, presented the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2024-25 year, submitted by Mr. Finnemore, Mr. Marx, and Dr. Weiss.

Mr. Price moved to approve the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2024-25 year. Second by Ms. Stevens. Motion carried unanimously.

Mrs. Wendy Tindall, Chief Academic Officer, Ms. Christine Geyer, Coordinator of Professional Learning, and Ms. Mary Hoover, Coordinator of Elementary English Language Arts and Social Studies presented the Report of Contract in Aggregate of \$50,000 submitted by Mrs. Tindall, Mr. Hamdan, Mrs. Geyer, Mrs. Hoover, Ms. Amy Franz, Purchasing Agent, and Dr. Weiss.

Ms. Adams moved to approve the \$68,087 Professional Learning contract with CESA 6 that will satisfy the Wisconsin Department of Instruction's Recommendation to Reading Plan. This includes *Leadership Institute* training for administrators, *High Leverage Routines for Strong Literacy Practices* for K-5 teachers, *In-District Coaching Institute* for elementary instructional coaches, and *Literacy Professional Learning* for 4K teachers. The funding source for this purchase is the Teaching and Learning budget and Title IIA funds. Second by Mrs. Landry. Motion carried unanimously.

Mr. William Haithcock, Chief of School Leadership, Mr. Anthony Casper, eSchool Principal and Administrative Review Chair, and Mrs. Kim Fischer, Regional Coordinator of Secondary School Leadership, presented the Policy 5473 – Student Suspensions and Policy 5474 - Student Expulsion, submitted by Ms. Fischer, Mr. Casper, Mr. Haithcock, and Dr. Weiss.

Ms. Stevens moved to approve the proposed revisions to Policy 5473 – Student Suspensions and Policy 5474 – Student Expulsions as a first reading. Second by Mr. Price. Motion carried unanimously.

Mr. Haithcock presented the Gang Prevention Education Program 2023-24 Year End Report, submitted by Dr. Weiss and himself.

Mrs. Landry moved to approve entering into a Memorandum of Understanding with the Boys & Girls Club of Kenosha for a Gang Prevention Education Program in the 2024-2025 school year. Second by Ms. Stevens. Motion carried unanimously.

Ms. Adams moved to table the motion regarding the 2024-25 Employee Handbook proposed changes until the September 24, 2024 regular board meeting. Second by Mr. Price. Motion carried unanimously.

Mr. Price read and moved to approve the Resolution in Recognition of National Suicide Prevention Awareness Month. Second by Ms. Adams. Motion carried unanimously.

Ms. Adams read and moved to approve the Resolution in Recognition of National Hispanic Heritage Month. Second by Ms. Stevens. Motion carried unanimously.

No Donations to the District to present.

Board Members made announcements.

Ms. Adams made a motion to adjourn. Second by Ms. Stevens. Motion carried unanimously.

Meeting adjourned at 8:33 p.m.

Denise Ewing
School Board Secretary

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Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
September 24, 2024

CASH RECEIPTS	reference	total
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August 2024 Wire Transfers-In, to Johnson Bank from:

WI Department of Public Instruction	state aids register receipts	\$ 8,960,094.61
District Municipalities	tax settlement - August payment	17,647,132.56
Bankcard Services (MyLunchMoney.com)	food services credit card receipts (net of fees)	4,193.77
Bank (Infinite Campus)	district web store receipts (net of fees)	249,850.62
Retired & Active Leave Benefit Participants	premium reimbursements	47,064.22
Johnson Bank	Closed School Transfers	289,034.33
HHS	head start grant	287,063.01
Various Sources	small miscellaneous grants / refunds / rebates	57,173.09
Total Incoming Wire Transfers		27,541,606.21

August 2024 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	(excluding credit cards)	224,368.84
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TOTAL AUGUST CASH RECEIPTS

\$ 27,765,975.05

CASH DISBURSEMENTS	reference	total
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August 2024 Wire Transfers-Out, from Johnson Bank to:

Payroll & Benefit wires

Individual Employee Bank Accounts	net payrolls by EFT (net of reversals)	\$ 7,857,973.95
WI Department of Revenue	state payroll taxes	120,383.76
WI Department of Revenue	state wage attachments	248.35
IL Department of Revenue	IL state payroll taxes	2,986.12
IRS	federal payroll taxes	742,111.58
Delta Dental	dental insurance premiums	187,933.50
Diversified Benefits Services	flexible spending account claims	10,681.97
Employee Trust Funds	wisconsin retirement system	379,065.18
NVA	vision insurance premiums	17,606.86
Optum	HSA	336,721.72
Various	TSA payments	81,720.60

Subtotal

9,737,433.59

General Operating Wires

US Bank	purchasing card payment-individuals	194,039.24 *
Kenosha Area Business Alliance	LakeView lease payment	18,371.22
United Healthcare	health insurance premiums	4,321,499.52

Subtotal

4,533,909.98

Total Outgoing Wire Transfers

\$ 14,271,343.57

August 2024 Check Registers - All Funds:

Net payrolls by paper check	Register# 01016DP, 01516DP 01017DP, 01517DP	\$ 3,290.04
General operating and food services	Check# 636514 thru Check# 637207 (net of void batches)	5,640,122.12
Total Check Registers		<u>\$ 5,643,412.16</u>

TOTAL AUGUST CASH DISBURSEMENTS

\$ 19,914,755.73

*See attached supplemental report for purchasing card transaction information

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2024

Merchant Name	Total
IN *GROHS ELECTRIC LLC	\$ 24,958.00
HAJOCA KENOSHA PC354	\$ 10,778.14
WASPA	\$ 7,319.63
MENARDS KENOSHA WI	\$ 7,137.90
(PC) 3654 INTERSTATE	\$ 6,517.86
KIMBALL MIDWEST PAYEEZY	\$ 5,993.30
VEHICLE MAINT. & FUEL	\$ 5,727.26
NOAH'S ARK FAMILY PARK	\$ 5,717.80
HALLMAN LINDSAY PAINTS -	\$ 4,980.93
L & S ELECTRIC, INC.	\$ 4,020.00
ULINE *SHIP SUPPLIES	\$ 3,685.00
HOTEL	\$ 3,606.26
CHEF WORKS INC	\$ 3,561.95
MARKS PLUMBING PARTS	\$ 3,422.69
FIRST SUPPLY KENOSHA	\$ 3,075.30
SAMSClub.COM	\$ 3,062.84
FOUNDATION BLDG 270	\$ 2,902.03
RESTAURANTS & CATERING	\$ 2,819.29
HIGHWAY C SERVICE INC	\$ 2,811.58
CARPETLAND USA - KENOSHA	\$ 2,642.39
THEATRICAL RIGHTS WORL	\$ 2,595.00
CONCORD THEATRICALS CORP.	\$ 2,166.99
CHUCKS LAWN SERVICE INC	\$ 2,082.17
J F AHERN CO	\$ 2,013.08
VYRON CORPORATION	\$ 1,710.06
HARRINGTON IND PLASTICS	\$ 1,682.50
MID-STATE - 10303 - SALEM	\$ 1,621.40
MILWAUKEE BREWERS BOX OFF	\$ 1,590.00
JOHNSTONE SUPPLY - RACINE	\$ 1,518.02
THE LETTERING MACHINE	\$ 1,478.36
STERICYCLE INC/SHRED-IT	\$ 1,474.74
SPORTS GEAR SWAG	\$ 1,431.25
IPRA* IL	\$ 1,408.00
LOWES #02560*	\$ 1,386.90
SQ *LAKE GENEVA ZIPLINES	\$ 1,290.40
IMAGESTUFF.COM	\$ 1,243.11
IN *KAIN ENERGY CORPORATI	\$ 1,195.00
ZORO TOOLS INC	\$ 1,157.76
USA CLEAN BY JON-DON	\$ 1,101.08
GOUCHER COLLEGE - C	\$ 994.00
AMAZON MKTPL*RJ8065H42	\$ 926.98
AMZN MKTP US*RS7R30EC0	\$ 917.99
FACEBK *DFRPS4Y782	\$ 900.00
SIGN DESIGNS ONLINE	\$ 893.68
CUSTOMINK LLC	\$ 893.13
USPS.COM POSTAL STORE	\$ 878.55
SUCCESS BY DESIGN INC	\$ 850.00

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2024

Merchant Name	Total
DROPBOX 8RWKVL73HNQN	\$ 840.00
SMARTSIGN	\$ 804.00
GRAINGER	\$ 769.88
BATTERIES PLUS #0561	\$ 740.45
IN *KEYBOARDTEK	\$ 725.00
PRO VIDEO INSTRUM	\$ 716.40
SQUARE SCRUB	\$ 704.22
SAN-A-CARE	\$ 693.92
OFFICEMAX/DEPOT 6358	\$ 688.80
PROJECT LEAD THE WAY, INC	\$ 662.50
WFEA	\$ 660.00
HUDL	\$ 650.00
QUALITY LOGO PRODUCTS	\$ 650.00
CDW GOVT #SS21922	\$ 623.70
TRASSIG CORP.	\$ 590.38
COSTCO WHSE #1198	\$ 589.50
G AND F MARKETING	\$ 583.00
WALMART.COM	\$ 571.75
AMAZON.COM*RS5IR4472	\$ 566.79
LOWES #00907*	\$ 562.78
BAUDVILLE INC.	\$ 560.89
BUILDING CONTROLS & SOLUT	\$ 552.87
REINDERS BRISTOL	\$ 546.04
SMORE.COM	\$ 537.00
FESTIVAL FOODS	\$ 525.52
AMZN MKTP US*RJ3UH5RC2	\$ 506.39
AMAZON.COM*RS3B24YC0	\$ 495.20
FACEBK *WZCZ65Y782	\$ 483.61
SHERWIN WILLIAMS 703481	\$ 474.30
BEST BUY 00011916	\$ 473.70
N C T M	\$ 466.00
AMAZON.COM*RJ9UX46Q1	\$ 464.93
SQ *AJ HUNTER PUBLISHING	\$ 459.75
THE HOME DEPOT 4926	\$ 457.80
VSP*COMPONENT HARDWARE GR	\$ 436.37
WAL-MART #5199	\$ 430.07
SPIRAL BINDING LLC	\$ 429.83
AMAZON RETA* RM7W39WW2	\$ 419.99
DRAMATIC PUBLISHING ECOMM	\$ 386.90
NASSP PRODUCT & SERVICE	\$ 385.00
MENARDS RACINE WI	\$ 381.69
TRANE SUPPLY-116407	\$ 381.01
CHRISTOPHER R GREEN SR	\$ 378.45
CDW GOVT #SN43461	\$ 377.84
MAILCHIMP *MISC	\$ 376.00
JIFFY.COM	\$ 367.16
THE WEBSTAURANT STORE INC	\$ 363.68

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2024

Merchant Name	Total
WASBO FOUNDATION	\$ 360.00
COLUMN PUBLIC NOTICE	\$ 348.11
FARM & FLEET STURTEVANT	\$ 340.95
FSP*JUMP N JAX	\$ 340.00
TOOLS 4 FLOORING	\$ 336.34
BURRIS EQUIPMENT CO.	\$ 336.30
VIKING ELECTRIC-MILWAUKEE	\$ 332.08
AMZN MKTP US*RJ33R98D1	\$ 329.00
CAREERSAFE	\$ 327.80
AUER STEEL MILWAULKEE	\$ 326.40
AMAZON MKTPL*RJ2TY3TZ2	\$ 324.86
MONSTER JANITORIAL LLC	\$ 318.65
KENOSHA HEATING AND COOLI	\$ 317.05
PIONEER VALLEY EDU	\$ 303.60
STAPLES INC	\$ 301.77
AMAZON.COM*RM1B07XU1	\$ 299.00
AMZN MKTP US*RJ8ZQ4RD2	\$ 299.00
THV* ORDER# 11537	\$ 299.00
OTC BRANDS *800-875-8480	\$ 282.65
AMAZON MARK* RF1MR7ZR1	\$ 280.57
AMAZON.COM*RJ43D9XT0	\$ 279.24
AMAZON MKTPL*RM73O7UD0	\$ 278.41
NATL ARCHERY SCHOOLS ECOM	\$ 276.00
AMAZON MAR* 111-773582	\$ 251.61
WP*THE LITTLE SIGN CO	\$ 250.00
WM SUPERCENTER #1167	\$ 242.71
AMAZON MKTPL*RF86V5882	\$ 235.78
IN *ELITE APPAREL LLC	\$ 234.00
HOLLAND SUPPLY INC	\$ 233.50
PENS.COM	\$ 232.63
NABCO ENTRANCES	\$ 216.00
TARGET 00022517	\$ 215.20
WM SUPERCENTER #2668	\$ 212.44
AWSA	\$ 209.00
ALPHABET SIGNS	\$ 204.40
HOMEDEPOT.COM	\$ 204.24
ALLSTICKERPRINTING	\$ 190.00
CHICAGO BOOKS & JOURNALS	\$ 187.75
VACLAND	\$ 183.85
HARBOR FREIGHT TOOLS3397	\$ 164.98
NATIONAL FEDERATION OF ST	\$ 162.34
TEACHERSPAYTEACHERS.COM	\$ 158.25
ZOOM.US 888-799-9666	\$ 158.15
INSTOCKLABELS.COM	\$ 154.50
AMAZON MKTPL*RV3P972K0	\$ 152.38
RAPIDWRISTBANDS	\$ 151.00
AMZN MKTP US*RS4US7492	\$ 149.99

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2024

Merchant Name	Total
WIRIS.COM US	\$ 148.68
JC LICHT - 1290 - KENOSHA	\$ 146.04
FIREALARM.COM LLC	\$ 142.45
SP DESKBOARD BUDDY	\$ 137.15
DAY-OFF.APP	\$ 134.00
SPECTRUM	\$ 133.37
SQ *GLOBAL LEADERSHIP NET	\$ 131.95
WWW.MATHMEDIC.COM	\$ 129.00
ANTONS GREENHOUSES AND	\$ 126.00
SAMSClub #6331	\$ 119.45
AMZN MKTP US*RM4D60D00	\$ 119.07
AMAZON MKTPL*RS2Z77EP1	\$ 118.21
PAYPAL *FIELDPRINT	\$ 117.00
OMNICOR INC - WIKKI STIX	\$ 115.89
WAL-MART #1167	\$ 114.08
SAMS CLUB #6331	\$ 109.24
WALGREENS #5417	\$ 108.01
AMAZON MKTPL*RF8W36632	\$ 99.95
GOOSECHASE.COM	\$ 99.00
TIMBER-LEE MINISTRIES I	\$ 98.00
PLAYMEO	\$ 97.00
MENARDS WEST MILWAUKEE WI	\$ 96.62
1-800-FLOWERS.COM,INC.	\$ 96.57
AMAZON MAR* 113-801428	\$ 92.01
BLAIN'S FARM & FLEET	\$ 91.97
AMAZON MKTPL*RJ2FH5F00	\$ 91.29
AMAZON MKTPL*RJ8OB0TT0	\$ 89.52
AMAZON MKTPL*RV7F37R22	\$ 87.63
STICKER MULE	\$ 86.51
TOWN & COUNTRY GLASS CO.,	\$ 86.00
AMZN MKTP US*RS3GO7Q22	\$ 85.98
AMAZON MKTPL*RS4LR1ZC2	\$ 81.61
NINJA TRANSFERS DTF	\$ 78.48
HAJOCA ABLE DIST 353	\$ 76.55
DPI E PAY PUBL SALES	\$ 75.00
AMAZON.COM*RS0AZ5XO2	\$ 74.57
FACEBK *BANKY4U882	\$ 74.49
EBAY O*07-11829-81142	\$ 73.98
TLF*WESTOSHA FLORAL	\$ 73.84
GFS STORE #1919	\$ 71.95
GREENPARTSTORE COM	\$ 68.34
AMZN MKTP US*RV5NA7MG1	\$ 67.40
WM SUPERCENTER #1394	\$ 66.72
AMAZON MKTPL*RJ7C58HK2	\$ 66.67
AMERICAN RED CROSS	\$ 65.00
THE HOME DEPOT #4902	\$ 63.52
LOWES #02554*	\$ 61.21

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending August 15, 2024

Merchant Name	Total
OFFICEMAX/DEPOT 6869	\$ 60.64
AMAZON.COM*RV42Y3YU0	\$ 58.90
D W DAVIES & CO INC	\$ 58.26
MUSIC CENTER INC	\$ 55.81
GUMROAD.CO* DAVE STUAR	\$ 55.00
AMZN MKTP US*RS89W5K90	\$ 53.00
TARGET.COM *	\$ 52.18
AMAZON.COM*RF1846C02	\$ 51.26
DOA WISGLP RAFFLE LICENSE	\$ 51.00
AMAZON MKTPL*RM83E98N0	\$ 49.67
HOBBY LOBBY ECOMM	\$ 49.27
AMAZON MKTPL*RM2P417Z2	\$ 47.58
AMAZON MKTPL*RU58P0TQ2	\$ 46.98
GOOGONE.COM	\$ 44.15
BATH AND BODY WORKS 5846	\$ 41.95
AMAZON RET* ELECTRICAL	\$ 40.44
AMAZON.COM*RS2C192G1	\$ 39.50
SMK*WUFOO.COM CHARGE	\$ 39.00
ETSY.COM - ANLEYSHP	\$ 38.25
PARTMART	\$ 38.13
AMZN MKTP US*RS7MN2OX1	\$ 37.74
PRAIRIE SIDE ACE HARDWARE	\$ 37.05
AMAZON MKTPL*RS6SB01U0	\$ 35.86
AMZN MKTP US*RM3796GR2	\$ 35.00
PY *THE LETTERING MACHINE	\$ 33.91
AMAZON.COM*RS7OS48X0	\$ 33.07
AMAZON MKTPL*RJ52719V1	\$ 32.69
AMAZON MKTPL*RJ2YC8B32	\$ 32.67
ADOBE INC.	\$ 31.64
WALGREENS #9605	\$ 30.32
OFFICEMAX/DEPOT 6505	\$ 29.53
APSTYLEBOOK.COM	\$ 27.00
75 LAKESHORE LEARNING	\$ 25.92
AMAZON MKTPL*RM0XP37M0	\$ 24.68
AMAZON MKTPL*RJ6HL5D80	\$ 23.19
THE UPS STORE 3860	\$ 22.35
AMAZON MKTPL*RJ3M88D70	\$ 22.14
AMZN MKTP US*RM4NB4FI2	\$ 22.08
AMAZON MKTPL*RV8Q625H2	\$ 21.97
MICHAELS #9490	\$ 20.55
AMAZON RETA* RV4E22JF1	\$ 20.03
SCREENPAL (FORMERLY SCREE	\$ 19.80
AMAZON MKTPL*RJ2P438U1	\$ 19.38
AMAZON MAR* 112-807662	\$ 18.89
AMAZON MKTPL*RF4GK9ZU2	\$ 18.69
AMAZON MKTPL*RS3SG7O41	\$ 17.95
HOBBY LOBBY #350	\$ 17.03

KUSD Purchasing Card Program - Individual Cardholders**Transaction Summary by Merchant**

Billing Cycle Ending August 15, 2024

Merchant Name	Total
AMAZON MKTPL*RJ3C39B32	\$ 16.87
AMAZON PRIME*RJ0K46I60	\$ 14.99
AMAZON PRIME*RV6VG4FY0	\$ 14.99
WMT PLUS AUG 2024	\$ 13.66
RANGE TIME GOLF	\$ 13.00
ETSY.COM - BAYOUBANKSTIT	\$ 12.94
SPOTIFY USA	\$ 12.65
WAL-MART #2668	\$ 12.56
CALENDLY	\$ 12.00
PICK N SAVE #874	\$ 10.53
AMAZON.COM*RF4IL3670	\$ 10.22
MUSIC THEATRE INTERNATIO	\$ 10.00
DOLLARTREE	\$ 7.65
AMAZON MKTPL*RU77N4ZD2	\$ 6.32
WALGREENS.COM PHOTO #1624	\$ 4.46
AMAZON.COM	\$ (397.90)
AMAZON MKTPLACE PMTS	\$ (606.39)
AMZN MKTP US	\$ (1,041.22)
US Bank Purchasing Card Payment - Individuals	\$ 194,039.24

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 24, 2024

Administrative Recommendation

It is recommended that the August 2024 cash receipt deposits totaling \$224,368.84, and cash receipt wire transfers-in totaling \$27,541,606.21, be approved.

Check numbers 636514 through 637207 (net of voided batches) totaling \$5,640,122.12, and general operating wire transfers-out totaling \$4,533,909.98, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2024 net payroll and benefit EFT batches totaling \$9,737,433.59, and net payroll check batches totaling \$3,290.04, be approved.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

Kenosha Unified School District
Kenosha, WI

September 24, 2024

Board of Education Meeting

POLICY 5473 – SUSPENSIONS AND POLICY 5474 – STUDENT EXPULSION

Background

The Wisconsin Association of School Boards (WASB) recently reviewed the Kenosha Unified School District policies and made recommendations for the revision of several existing policies or the development of new policies. Both of policies were last reviewed in 1998 and warranted significant language revision.

Administration reviewed both policies and recommends several adjustments, including: eliminate language redundancies that cost reader clarity, eliminate outdated language and/or practices, and restructure to focus on policy and state statute rather than local protocol and practice. The recommended language changes for both policies were substantial enough to require a complete strike-through and rewrite.

In the proposed revision, the majority of the policy language comes directly from WASB, state statute, or the 1998 District policy, with a limited number of additions recommended by administration.

Recommendation

Administration recommends that the board approve the proposed revisions to Policy 5473 – Suspensions and Policy 5474 – Student Expulsion as a second reading at September 24, 2024, regular school board meeting.

Dr. Jeffrey Weiss
Superintendent of Schools

William Haithcock
Chief of School Leadership

Kim Fischer
Regional Coordinator of Secondary School Leadership

Anthony Casper
eSchool Principal and Administrative Review Chair

POLICY 5473
SUSPENSIONS

~~The building principal may suspend a student for not more than five (5) days for noncompliance with District policies and rules or for other reasons outlined in state law. No student shall be suspended solely because of poor attendance or repeated tardiness.~~

~~A five (5) day suspension may be used when a student endangers the health, safety, or property of others and an extended suspension is needed as a part of the discipline plan for the student, or when there is a need to ensure a safe return to school. A five (5) day suspension may also be used as a part of the discipline plan for a student when progressively more serious consequences are needed in an effort to change a student's behavior.~~

~~Suspension of students shall be in accordance with state law. Students may be assigned to in or out of school suspensions.~~

~~Suspended students shall be allowed to make up examinations and other classwork missed during the suspension in accordance with the District's student attendance procedures.~~

~~The District shall not discriminate in student suspensions on the basis of sex, race, religion, national origin, color, 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.~~

LEGAL REF.: ~~Wisconsin Statutes~~

~~Sections: 118.13 Student discrimination prohibited
118.16(4) Student attendance; making up work/examinations missed due to suspension
120.13(1) Board powers; rules of conduct, suspension, and expulsion~~

~~Wisconsin Administrative Code~~

~~PI 9.03(1) Student nondiscrimination policy requirement
PI 11 Change of placement for EEN students
Individuals with Disabilities Education Act (Removal of EEN Students from school setting for disciplinary reasons)~~

CROSS REF.: ~~5155 Pupil Discrimination Complaint and Appeal Procedure
5310 Student Attendance
5474 Student Expulsion
5475 Discipline of Students with Exceptional Educational Needs~~

AFFIRMED: ~~August 13, 1991~~

REVISED: ~~February 10, 1998~~

RULE 5473
SUSPENSION

A. In School Suspension

- ~~1. In school suspension is to be used for students in violation of District policies and/or rules at the elementary or secondary level where appropriate.~~
- ~~2. The principal/designee will assign students to in school suspension.~~
- ~~3. The student's parent/guardian will be informed of the in school suspension.~~
- ~~4. The length of time a student will be assigned in school suspension shall be the remainder of school day to a maximum of three days.~~
- ~~5. The student will meet with the school counselor during or following in school suspension as needed.~~
- ~~6. Classwork will be assigned and completed during in school suspension in accordance with the District's student attendance procedures. Credit will be given for work completed.~~

B. Out of School Suspension

- ~~1. The principal may suspend a student from school for any of the following conduct:
 - ~~a. Noncompliance with District policies or school rules;~~
 - ~~b. For knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;~~
 - ~~c. Conduct while at school or under the supervision of a school authority which endangers the property, health or safety of others;~~
 - ~~d. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority; or~~
 - ~~e. Conduct while not at school or not under the supervision of a school authority which endangers the property, health or safety of any District employee or School Board member.~~~~
- ~~2. Students shall be suspended from school when required by state law.~~
- ~~3. A suspension shall not exceed five school days for each noncompliance of District policies or school rules or misconduct, except that a student may be suspended for not more than 15 consecutive school days pending an expulsion hearing. Students with exceptional education needs may not be suspended for more than 10 days, except as otherwise specifically provided by law.~~
- ~~4. Prior to suspension, a student shall be advised of the reason for the proposed suspension. The student shall have the right to respond except in emergency situations. It is the responsibility of the principal/designee to determine that the student is guilty of noncompliance with a District policy or school rule or of the conduct charged and that the suspension is reasonably justified.~~
- ~~5. The parent/guardian of a minor student shall be given prompt notice of the suspension and the reason therefore.~~

RULE 5473
SUSPENSION
Page 2

6. ~~Within five days following the commencement of the suspension, the suspended student or the student's parent(s)/guardian(s) may have a conference with the Superintendent of Schools/designee. Such designee shall not be a staff member of the suspended student's school. If the Superintendent/designee determines that the suspension was unfair, unjust or inappropriate or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension shall be erased from the student's record. Such a determination shall be made within 15 days following the conference.~~
7. ~~A suspended student is assigned to the custody of the student's parent/guardian and is not allowed to be on or near school premises or to attend school activities while suspended.~~
8. ~~A suspended student shall be permitted to make up examinations or other class work missed during the suspension period in accordance with the District's student attendance procedures. Following a suspension a student will have the responsibility, within the number of days equal to the length of the suspension, to contact the teacher to make arrangements to develop a teacher approved plan for making up for full credit any missed work or any quizzes or examinations.~~
9. ~~A student suspended more than 15 cumulative days per year shall be referred to the SIT for assessment, and inventions will be outlined.~~

POLICY 5473
SUSPENSIONS

The building principal/designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. Noncompliance with District policies or school rules;
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Conduct while at school or under the supervision of a school authority which endangers the health, safety, or property of others; or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the health, safety, or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

“Conduct which endangers a person or property” includes making a threat to the health or safety of a person or making a threat to damage property. In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy). No student shall be suspended solely because of poor attendance or repeated tardiness.

Out-of-school suspension is a serious consequence which should be reserved for situations when it is reasonably justified and is carried out in accordance with state law requirements. Prior to suspension, a student shall be advised of the reason for the proposed suspension. The student shall have the right to respond (due process), except in emergency situations.

Students may be assigned to in- or out-of-school suspensions, ranging from a half-day to not more than 5.0 days of out-of-school suspension. A suspension shall not exceed five school days for each noncompliance of District policies or school rules or misconduct, except that a student may be suspended for not more than 15 consecutive school days pending an expulsion hearing.

The parent/guardian of a minor student shall be given prompt notice of the suspension and the reason therefore. Families are encouraged to discuss concerns they have regarding a suspension with the principal/designee of the school. However, within five days following the commencement of the suspension, the suspended student or the student’s parent(s)/guardian(s) may ‘appeal’ the suspension and have a conference with the Superintendent of Schools/designee. Such designee shall not be a staff member of the suspended student's school. If the Superintendent/designee determines that the suspension was unfair, unjust or inappropriate or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension shall be erased from the student's record. Such a determination shall be made within 15 days following the conference.

A suspended student is not allowed to be on or near school premises or to attend school activities while suspended.

POLICY 5473
SUSPENSIONS

A suspended student shall be permitted to make up examinations or other class work missed during the suspension period in accordance with the District's student attendance procedures. Following a suspension a student will have the responsibility, within the number of days equal to the length of the suspension, to contact the teacher to make arrangements to develop a teacher approved plan for making up for full credit any missed work or any quizzes or examinations.

The District shall not discriminate in student suspensions because of the student's sex, race, ancestry, creed, religion, color, pregnancy or related condition, marital or parental status, sexual orientation, sex stereotypes, sex characteristics, national origin or undocumented/immigration status (including limited English proficiency), transgender status, (including gender expression, gender identity and gender nonconformity (see, Policy 5110.2)), social, economic or family status, or physical, mental, emotional or learning disability or handicap in accordance with Title VI of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (see Special Education Program and Procedure Manual). Harassment on any of these bases is also prohibited. Decisions relative to classes or activities based on a student's individual performance or needs is not considered to be discriminatory.

LEGAL REF.: Wisconsin Statutes

- Sections: 118.127 Law enforcement agency information
- 118.13 Student discrimination prohibited
- 118.16(4) Student attendance; making up work/examinations missed due to suspension
- 120.13(1) Board powers; rules of conduct, suspension, and expulsion

Wisconsin Administrative Code

PI 9.03(1) Student nondiscrimination policy requirement

PI 11 Change of placement for EEN students

Individuals with Disabilities Education Act (Removal of EEN Students from school setting for disciplinary reasons)

- CROSS REF.:**
- 5110.1 Student Equal Opportunity, Non-discrimination, and Anti-harassment in Education
 - 5155 Pupil Discrimination Complaint and Appeal Procedure
 - 5310 Student Attendance
 - 5430 Student Conduct and Discipline
 - 5474 Student Expulsion
 - 5475 Discipline of Students with Exceptional Educational Needs

POLICY 5473
SUSPENSIONS

AFFIRMED: August 13, 1991

REVISED: February 10, 1998
September 24, 2024

POLICY 5474
STUDENT EXPULSION

~~A School Board/designated expulsion hearing officer(s) may expel a student from school for reasons outlined in state law. A hearing shall be conducted in order to determine that the interests of the school demands the student's expulsion.~~

~~Expulsion of students shall be in accordance with state law and established District procedures.~~

~~The District shall not discriminate in student expulsions on the basis of sex, race, religion, national origin, color, 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.~~

~~The District shall not deny any rights afforded under state and federal laws to any student excluded from school.~~

~~The District will provide a special school program for the purpose of providing a last chance for students who have been expelled from school. The District will make every effort to coordinate this program with new or existing county programs. This program will be evaluated and a report submitted to the Board annually. After expelling a student and determining the length of the expulsion, the Hearing Officer may recommend enrolling the student in a special school for educational and/or counseling purposes.~~

LEGAL REF.: ~~Wisconsin Statutes~~
~~Sections 118.13 — Student discrimination prohibited~~
~~120.13(1) — Board powers; expulsion hearing officer(s) authorized; expulsion requirements]~~
~~Wisconsin Administrative Code~~
~~PI 9.03(1) Student nondiscrimination policy requirement-~~
~~PI 11 Change of Placement for EEN Students~~
~~Individuals with Disabilities Education Act [Removal of EEN students from school setting for disciplinary reasons]~~

CROSS REF.: ~~5110 Pupil Discrimination Complaint and Appeal Procedure-~~
~~5430 Student Conduct and Discipline~~
~~5473 Student Suspensions~~
~~5475 Discipline of Students with Exceptional Educational Needs~~
~~Special Education Policy and Procedure Handbook~~

AFFIRMED: ~~August 13, 1991~~

REVISED: ~~February 10, 1998~~

RULE 5474

EXPULSION PROCEDURES

A. ~~Reasons for Expulsion~~

~~The School Board/designated expulsion hearing officer(s) may expel a student when it is determined that the student has engaged in any of the following conduct and is satisfied that the interests of the school demands expulsion:~~

- ~~1. repeatedly refused or neglected to obey rules;~~
- ~~2. engaged in conduct which endangered the property, health or safety of others while at school or under the supervision of a school authority;~~
- ~~3. engaged in conduct while not at school or under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of a school authority;~~
- ~~4. engaged in conduct while not at school or under the supervision of a school authority which endangered the property, health or safety of a District employee or School Board member;~~
- ~~5. knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;~~
- ~~6. repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority (This last reason for expulsion only applies to students 16 years of age or older.)~~
- ~~7. A student shall be expelled from school when required by state law.~~

B. ~~Expulsion Hearing~~

- ~~1. Written notice of an expulsion hearing shall be sent to the student and to the student's parent/guardian if the student is a minor. This notice shall be sent not less than five days prior to the hearing and shall include the following information:~~
 - ~~a. the specific grounds for expulsion under state law and the particulars of the student's alleged conduct upon which the expulsion proceeding is based;~~
 - ~~b. the time and place of the hearing;~~
 - ~~c. that the hearing may result in the student's expulsion;~~
 - ~~d. that upon request of the student and, if the student is a minor, the student's parent/guardian, the hearing shall be closed;~~
 - ~~e. that the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel;~~
 - ~~f. that the School Board/designated hearing officer(s) shall keep a full record of the hearing and, upon request, the School Board/designated hearing officer(s) shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the student and, if the student is a minor, the student's parent/guardian;~~
 - ~~g. that if the hearing officer(s) orders the expulsion of the student which may include a recommendation regarding enrollment in a special school program, the District shall mail a copy of the order to the School Board, the student and, if the student is a minor, to the student's parent/guardian;~~
 - ~~h. that within 30 days of issuance of an expulsion order, the Board shall review the order and shall, upon review, approve, reverse or modify the order;~~

RULE 5474
EXPULSION PROCEDURES
Page 2

- i. ~~that if the student is expelled by the hearing officer(s), the order of the hearing officer(s) shall be enforced while the Board reviews the order;~~
 - j. ~~that if the student's expulsion is approved by the Board, the expelled student or, if the student is a minor, the student's parent/guardian may appeal the Board's decision to the Department of Public Instruction (DPI);~~
 - k. ~~that if the Board's decision is appealed to the DPI, within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse or modify the decision;~~
 - l. ~~that the decision of the Board shall be enforced while the DPI reviews the Board's decision;~~
 - m. ~~that an appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located; and~~
 - n. ~~that the state statutes related to student expulsion are sections 119.25 and 120.13(1).~~
- 2. ~~The student, parent/guardian may be represented by counsel at the hearing.~~
 - 3. ~~Written minutes, or stenographic records, shall be kept by the School Board/designated expulsion hearing officer(s).~~
 - 4. ~~If an expulsion is ordered by the expulsion hearing officer(s), the District shall mail a copy of the order to the School Board, student and the student's parent/guardian, if the student is a minor. The expulsion order shall specify the length of the expulsion.~~
 - 5. ~~The Board shall act on the expulsion order within 30 days after its issuance by the expulsion hearing officer(s). Appeals of the Board's decision may be made as outlined in the notice of the expulsion hearing described above.~~

C. ~~Post Expulsion~~

- 1. ~~A student who, after an expulsion proceeding is held is expelled from school, can be referred by the parent/guardian or the principal, for multi-disciplinary team evaluation. No more than 90 days shall elapse between the initial receipt of the referral form by the assigned multidisciplinary team and the receipt by the parent/guardian of the notice of placement decision pursuant to state law.~~
- 2. ~~The Board, after approving an expulsion order as outlined above, may enroll the student in a special school for remedial and/or counseling purposes. Special education services will be provided to students with exceptional education needs.~~

POLICY 5474
STUDENT EXPULSION

The School Board recognizes the importance of maintaining proper order and discipline in the schools and holding students accountable for their actions and compliance with Board policies and school rules. The Board also recognizes and actively supports the primary mission of the public schools to help ensure all students receive a proper education and graduate from high school.

Students may be recommended to the Board for possible expulsion if they have engaged in any of the following type of conduct:

1. Repeated refusal or neglect to obey District policies or school rules;
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Conduct while at school or under the supervision of a school authority which endangers the health, safety, or property of others;
4. Conduct while not at school or while not under the supervision of a school authority which endangers the health, safety, or property of others at school or under the supervision of a school authority, or of any District employee or School Board member;
5. The student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at the school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. (This last reason for expulsion only applies to students 16 years of age or older); or
6. A student shall be expelled from school when required by state law (e.g. possessing a firearm in violation of state law and Board policy).

Students may be offered an opportunity by the Administrative Review Committee to voluntarily participate in a particular support program, intervention activity, or signed agreement related to their misconduct as an alternative to expulsion.

However, when the Committee recommends an expulsion hearing, written notice of such action shall be sent separately to the student and parent/guardian, in accordance with established time periods and fundamental procedural protections that are required.

A hearing shall be conducted before the School Board designated Independent Hearing Officer (IHO) in order to determine whether the interests of the school demands the student's expulsion. The School Board/ designated IHO may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion.

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law.

POLICY 5474
STUDENT EXPULSION

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements. The District shall not deny any rights afforded under state and federal laws to any student excluded from school.

The District shall not discriminate in student expulsions because of the student's sex, race, ancestry, creed, religion, color, pregnancy or related condition, marital or parental status, sexual orientation, sex stereotypes, sex characteristics, national origin or undocumented/immigration status (including limited English proficiency), transgender status, (including gender expression, gender identity and gender nonconformity (see, Policy 5110.2)), social, economic or family status, or physical, mental, emotional or learning disability or handicap in accordance with Title VI of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (see Special Education Program and Procedure Manual). Harassment on any of these bases is also prohibited. Decisions relative to classes or activities based on a student's individual performance or needs is not considered to be discriminatory.

LEGAL REF.:

Wisconsin Statutes

Sections 118.13	Student discrimination prohibited
120.13(1)	Board powers; expulsion hearing officer(s) authorized; expulsion requirements]

Wisconsin Administrative Code

PI 9.03(1) Student nondiscrimination policy requirement

PI 11 Change of Placement for EEN Students Individuals with Disabilities Education Act
[Removal of EEN students from school setting for disciplinary reasons]

CROSS REF.:

5110.1	Student Equal Opportunity, Non-discrimination, and Anti-harassment in Education
5155	Pupil Discrimination Complaint and Appeal Procedure
5310	Student Attendance
5430	Student Conduct and Discipline
5430	AR Administrative Regulation and Review of Expulsion Recommendations
5473	Student Suspensions
5475	Discipline of Students with Exceptional Educational Needs

AFFIRMED: August 13, 1991

REVISED: February 10, 1998
September 24, 2024

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 24, 2024

Operational Referendum Discussion

At the May 28, 2024, regular school board meeting, the board voted to engage the services of the Donovan Group to assist in the potential development of an operational referendum. Operational referenda allow school districts to levy taxes, in excess of the state imposed revenue caps, in order to fund the operations of the district. The district is forecasting a \$19MM shortfall for the 2025-26 school year.

In June 2024, a Referendum Committee was formed made up of the following district staff:

Heather Connolly	Jason Creel	Chad Dahlk
William Haithcock	Tarik Hamdan	Ursula Hamilton-Perry
Mary Hoover	Kris Keckler	Scott Kennow
Steve Knecht	Jen Lawler	Kevin Neir
Bethany Ormseth	Tanya Ruder	Michelle Santelli
Laura Stone	Wendy Tindall	Jeff Weiss

On July 10, 2024, the Referendum Committee met and compiled a list of academic and safety items that should be considered for the operational referendum. Approximately a dozen items were identified for both categories.

At the July 23, 2024, regular school board meeting, Mr. Brian Nichol from Donovan Group presented an overview of the referendum process, the services they would be providing, the proposed community survey timeline, and next steps.

On August 5, 2024, the Referendum Committee met to review and prioritize the academic and safety items. The following items were identified by the committee:

<u>Academic Items</u>	<u>Safety Items</u>
Increase Interventionists	Update Security Cameras
Expand Course Offerings (AP, CTE, & MS Electives)	Increase Security ESPs
Provide Equitable Prep Time K-12	Install Secured Entrances
Increase ESP Pay	

At the August 27, 2024, regular school board meeting, Mr. Nichol presented information on a recurring vs. non-recurring referendum, the determined items to be included for referendum, the survey process, and next steps.

The Referendum Committee gathered on August 16 to further discuss the identified referendum items and Academic and Safety Referendum Subcommittees were formed. The Academic Referendum Subcommittees were broken down between elementary and high school levels. The elementary level subcommittee met on August 23 and the high school level met on August 20. The Safety Referendum Subcommittee met on August 23 to further discuss the referendum items

identified. The Referendum Committee gathered again on August 30 to discuss the costing of the identified referendum items.

At the September 24, 2024, regular school board meeting, the list and approximate costs for the referendum items will be shared along with information pertaining to the community referendum survey.

This is an informational item only. There will be no action at this time.

Dr. Jeffrey Weiss
Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Mrs. Tanya Ruder
Chief Communications Officer

Kenosha Unified School District
Kenosha, Wisconsin

September 24, 2024

EMPLOYEE HANDBOOK

Background:

The 2024-2025 Employee Handbook is the eighth edition. The handbook revisions noted are clarification on current language, grammatical and formatting corrections.

The following are the administrative recommended changes and/or additions for the 2024-2025 Employee Handbook:

Cover Page

- Updated to reflect 2024-2025 school year.

Contents (pg. 4)

- Student Relations has been updated to Staff-Student Relationships and Professional Boundaries.
- Please note that page numbers in the table of contents will be updated after all changes have been approved.

Equal Opportunity Employer (pg. 9)

- Formatting correction between first and second paragraphs.

Staff Acceptable Use (pg. 12-17)

- Updated language to match that of Policy and Rule 4226.

Limitations on Outside Employment (pg. 18-19)

- New language to the Handbook. Follows Policy 4391.

Emergency Closings and/or Learning Adjustments (pg. 19-20)

- Updated to match policy language.

Staff Reporting Requirements (pg. 20-23)

- Updated to match Policy language.

Overtime/Compensatory Time Off for Non-Exempt Employees (pg. 24)

- Clarifying language regarding eligible employees.

Vacation Days (pg. 29)

- Language added specifying 12 month employees.
- Language added regarding no borrowing from future allotments.

Personal Days (pg. 30)

- Language updated to match process previously approved by Board in August 22, 2023.

Sick Days (pg. 31-32)

- Language added regarding doctor's note required after three consecutive days missed.

Bereavement (pg. 32)

- Stepmother and stepfather moved to allow for 6 days of leave.
- Language added to specify that bereavement days must be taken in full day increments.

Employee Dress and Grooming (pg. 43-44)

- Grammatical error corrected in #1.

Alcohol and Drug Free Workplace (pg. 44-45)

- Updated to match policy.
- Removed Rule language from Handbook for consistency.

Drug Testing: Reasonable Suspicion (pg. 45-46)

- Added Rule 4221 to the reference.

Teacher Resignation Forfeiture (pg. 48-49)

- Updated language in this section, expanding to include retirement.

Student Relations (pg. 51-53)

- This section has been replaced with the new Staff-Student Relationships and Professional Boundaries, Policy 4227 information.

Employee Complaint (Grievance) Procedure (pg. 55-58)

- Employee discipline steps allowing for grievance were updated.

Teacher Planning and Collaboration Time (pg. 58)

- Updated to new language.

Administrative Recommendations:

Administration recommends the Board of Education approve the 2024-2025 Employee Handbook with the changes and/or additions noted above.

Dr. Jeffrey Weiss
Superintendent of Schools

Kevin Neir
Chief Human Resources Officer



EMPLOYEE HANDBOOK

EFFECTIVE JULY 1, 2024



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MESSAGE FROM THE SUPERINTENDENT

Welcome to Kenosha Unified's Employee Handbook!

On behalf of the Board of Education and all administration, we are thrilled you are a member of the KUSD family. This handbook serves as a valuable resource to guide you through our school board policies, procedures and expectations.

In KUSD, we believe that every employee contributes significantly to our collective success, and we are committed to providing you with the support and tools you need to excel in your role.

This handbook outlines our policies on various topics, such as professional conduct, workplace safety, time off, and much more. It is important that you familiarize yourself with these policies to ensure a smooth and productive experience throughout your tenure.

We encourage you to use this handbook as a reference whenever you have questions or concerns about KUSD policies and procedures. If you have questions or concerns, please reach out to the Office of Human Resources.

Once again, thank you for being a crucial part of the KUSD family. We look forward to accomplishing great things together!

Best regards,

A handwritten signature in black ink, appearing to read "Dr. Jeffrey Weiss".

Dr. Jeffrey Weiss
KUSD Superintendent

INTRODUCTION

This employee handbook is provided as a reference document for the Kenosha Unified School District, hereafter referenced as the District. This handbook communicates state and federal statutes and the employment policies of the Board of Education, hereafter referenced as the Board, which serve as a decision-making guide for District staff. While it is intended to provide employees with information about the District, it should not be considered all-inclusive.

Unless expressly stated, the handbook is not intended to disturb or supplant the existing administrative rules of the District, nor to replace or supersede board policy or administrative regulation. The handbook replaces any and all expired written agreements that were collectively bargained and is subject to any future collectively bargained agreements related to base wages in accordance with state law. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the District. It is your responsibility to read and become familiar with this information and to follow the policies, procedures, rules and regulations contained herein. However, if you have questions regarding the handbook or matters that are not covered, please direct them to your immediate supervisor or the Office of Human Resources.

Disclaimer Statement

This Handbook was developed to describe the District's expectations of our employees and to outline the statements, policies, procedures, rules, regulations and benefits available to eligible employees. Employees are expected to familiarize themselves with the contents of this Handbook, to read the Handbook thoroughly, and to retain it for future reference. However, this Handbook is not all inclusive. There may be other expectations of employees communicated through policy, rule, regulation, directive, memorandum, guidance or other communication.

None of the statements, policies, procedures, rules, regulations or benefits contained herein constitutes a guarantee of employment, a guarantee of any other right or benefits or a contract of employment, expressed or implied.

This Handbook is subject to change at the sole discretion of the District, as are all other policies, procedures, rules, regulations and benefits, and programs of the District. The District may modify, amend or terminate any statements, policies, procedures, rules, regulations and benefits whether or not described in this Handbook at any time, with or without notice. From time to time, employees will receive updated information concerning changes in this Handbook. Employees with questions regarding this Handbook should ask their supervisor or the Office of Human Resources for assistance.

The District strives to keep this Handbook up-to-date. However, the Board is responsible for establishing District Policy. In the event of a conflict between this Handbook and District Policy, the terms of the District Policy shall govern. This Handbook supersedes any and all previous handbooks given to employees.

Since this is a general publication being prepared for all of our employees, it is possible that at times a conflict may arise between an item in this Handbook and any provisions in an individual employment contract. In the event of any conflict between the provisions of this Handbook and any provision in an individual employment contract, the individual employment contract shall govern.

No supervisor, administrator, manager or representative of the District, other than the Superintendent (or their designee) or the Board by formal action has the authority to make any promises or commitments that are contrary to this Handbook.

If any provision or section within this Handbook is held to be invalid by operation of law, the remainder of this Handbook shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this Handbook by modifying the provisions to conform to the law.

The Superintendent and/or the designee is/are responsible for the management of this Handbook. The content of the Handbook is the responsibility of the Board. The Superintendent and/or the designee and the Board have the right to interpret and apply the provisions of this Handbook in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.

Common Terms and Definition

- **School leadership** refers to principals and/or assistant principals.
- **District** refers to Kenosha Unified School District.
- **Supervisor** refers to the individual who supervises an employee
- **Benefit eligible** is defined as an employee who works 30 hours weekly or greater and is eligible for District benefits as defined in Section 4.
- **FTE** is defined as a person's full-time equivalent status.
- **Exempt employee** is defined as an employee who is exempt from the provisions of the Fair Labor Standards Act (FLSA) requirements for overtime compensation. Generally, certified staff (teachers) and administrators are exempt under FLSA regulations 29 U.S.C. Section 213.
- **Non-exempt employee** is defined as an employee who is assigned an hourly wage and may be eligible for additional compensation in accordance with the FLSA.
- **Part-time/Temporary/Seasonal employee** is defined as an employee who works less than 880 hours per year. This employee is not eligible for benefits.
- **Workweek** is defined, for payroll and Family and Medical Leave Act (FMLA) leave allowance purposes, as Sunday through Saturday.

Reference: Fair Labor Standards Act 29 C.F.R. Part 541, et seq. District Expectations

The district expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude towards students, other employees, families and the community. As representative of the district, employees must be mindful of their actions.

Management Responsibilities and Employee Expectations

The Board and/or administration have the right to establish organizational goals and objectives and to organize resources to achieve desired results. These responsibilities of management include, but are not limited to, the following rights:

- Hire, promote, transfer, evaluate, discipline and terminate employees in accordance with board of education policies and procedures and applicable laws.
- Reassign employees from one position to another within the same or a comparable job.
- Direct and motivate the workforce; determine its composition, organization and structure; and to assign work.

- Establish job standards, expectations and work rules.
- Amend, revise, revoke or issue new policies and procedures for employees.

Employees of the District have the following reasonable expectations of management:

- A clear understanding of the individual job descriptions, standards, expectations and work rules.
- Performance appraisal based upon job-related criteria.
- A safe and healthy work environment.
- Willingness to respond to employees' concerns and complaints.
- Fair and non-discriminatory application of policies and procedures.
- Disciplinary action/termination based upon board of education policies and procedures.

SECTION 1: EMPLOYMENT

Equal Opportunity Employer

The District is an equal opportunity employer. Personnel administration in the District shall be conducted without discrimination on the basis of age, race, creed, religion, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry citizenship, arrest or conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, formal and informal training, seniority, transfer, promotion, lay-off, recall and termination.

Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District.

Any applicant or employee who believes they have suffered discrimination in violation of this policy may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Office of Human Resources.

All employees will receive information and training regarding rights and responsibilities about discrimination considerations as they relate to employment.

Reference: Board Policy and Rule 4110

Anti-Harassment

The Kenosha Unified School District seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the District's high ideals. Harassment is a form of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from intimidation and harassment.

All new employees will receive a copy of the employee harassment policy and other harassment educational information as a part of the initial employment process and at other times as appropriate and necessary. Harassment or similar unacceptable activities that could be a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the District. Intimidation and harassment can arise from a broad range of physical or verbal behaviors by employees or by non-employees, such as outside contractors or members of the community, which can include, but are not limited to, the following:

- Physical, sexual or mental abuse;
- Offensive, threatening or derogatory comments to any person, either directly or indirectly, based on the person's membership in any protected class;
- Name calling, insults or slurs based upon a person's real or perceived legally protected characteristics including age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during non-working hours, declining to attend a

meeting or to participate in any communication about religious matters or political matters, transgender status, gender expression, gender identity and gender nonconformity or any other basis protected by law;

- Hate speech, including the use of language, behavior, imagery and/or symbols to express prejudice against a particular group or groups based on any protected characteristic;
- Unwelcome sexual advances, propositions, invitations, solicitation and flirtations;
- Harassing behavior toward a subordinate staff member, regardless of whether such conduct creates a hostile work environment;
- Consensual sexual relationships that lead to favoritism of a subordinate staff member with whom the supervisor is sexually involved and where such favoritism results in an adverse employment action for another staff member or otherwise creates a hostile work environment;
- Comments about a person's body dress/appearance, jokes, or innuendos, sexually degrading language, unwelcome suggestive or insulting sounds or whistles;
- Display of sexually offensive materials, objects, literature, audio recordings or videos in the work or educational environment that are not curriculum related;
- obscene telephone calls, text messages, or social media postings;
- Communicating with students and/or parents/guardians via email, text message, websites, social media, or visiting their home for non-educational purposes;
- Giving gifts, money, or showing preferential treatment to students for no legitimate educational purpose;
- Inappropriate boundary invasions of personal space or personal life; and

These activities are offensive and inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the District but also for each individual in the District. It is the responsibility of the administration and all employees to ensure that these prohibited activities do not occur. An employee or supervisor may be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under state or federal law.

Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge. Any employee who witnesses or otherwise becomes aware of harassment or similar unacceptable behavior has an affirmative duty to report said conduct to his or her supervisor, or to the administration.

Any person who believes that they have been the subject of prohibited harassment or similar unacceptable behavior or retaliation should report the matter immediately to the Office of Human Resources or, in the alternative, the superintendent/designee. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law. Staff members are prohibited from knowingly making false statement or knowingly submitting false information to any report, complaint, investigation, or informal or formal resolution process undertaken by the District.

Legal Reference:

Wisconsin Statutes Sections

111.31-111.395 (Fair employment standards- employment discrimination)

118.195 (Handicapped teacher discrimination)

118.20 (teacher discrimination, including sexual harassment)

Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (Race, color national origin discrimination; general employment discrimination)
Title IX, Education Amendments of 1972 (Sex Discrimination)
Section 504, Rehabilitation Act of 1973 (Handicap discrimination)
Age Discrimination Act of 1975 (Age discrimination)
Age Discrimination in Employment Act of 1967 (Age Discrimination)
Pregnancy Discrimination Act (Pregnancy, childbirth or related medical conditions discrimination)
Immigration Control and Reform Act of 1986 (Citizenship discrimination)
Americans with Disabilities Act of 1990, as amended by the ADAAA (Disability discrimination)
Civil Rights Act of 1991 (Penalties for discrimination law violations)
Equal Employment Opportunities Commission Guidelines (29 C.F.R. – Part1604.11) (Employee sexual harassment)

Cross reference:

Board Policy 4110 – Equal Employment Opportunity and Affirmative Action Employee

Reference:

Board Policy 4111

Employee Discrimination and Harassment Complaint Procedure

The Kenosha Unified School District seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the district's high ideals. Discrimination and harassment are forms of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from discrimination and harassment. See Board Policy 4110 – Equal Opportunity and Affirmative Action, Board Policy 4111 – Employee Anti-Harassment, Board Policy 4111.1 – Employee Discrimination and Harassment Complaint Procedure.

This procedure does not apply to claims of sexual harassment in accordance with Title IX. Such allegations will be addressed as specified in Board Policy 1710. If an employee believes they were subject to Title IX sexual harassment, they should contact the Title IX Coordinator(s), as described in Board Policy 1710.

Use of Telephone/Mobile Phones

The District provides mobile telephones to some employees for the purpose of conducting District business. The use of District owned mobile phones to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in some situations. Use of District mobile phones resulting in cost due to overage, long distance, roaming or other charges realized by the employee shall be the responsibility of the employee. Such costs shall be passed along to the employee.

In addition, employees are prohibited from using personal cellphones or District telephones while supervising students during work hours unless pre-approved by their supervisor. Employees are allowed to make personal calls on their personal cellphones when not supervising students.

Employee may not use District-owned mobile phones while driving any District-owned or personal vehicle at any time, unless a hands-free device is employed. Employees are also prohibited from using personal mobile phones while driving a District vehicle, or while driving a personal vehicle in the performance of

District business, unless a hand-free device is employed. In addition, texting or emailing while driving a District vehicle or while driving a personal vehicle while on District business is prohibited.

In all cases, employees must adhere to all state or local rules and regulations regarding the use of handheld communication devices while driving. In the case of a specific personal situation that requires an employee to be available via phone for extraordinary needs, arrangements must be made in advance with their supervisor.

Supervisors will notify employees of any emergency calls intended for the employee.

Use of Cameras, Video and Audio Recording Devices

Cameras, video and audio recording devices are prohibited on District premises without prior consent of a supervisor. The District recognizes that some handheld communication devices, including cellphones, have the capability to take photographs and recordings. Employees are prohibited from taking photographs, videotaping or audio recording anywhere on District grounds, by any means, without authorization.

Staff Acceptable Use

Technology may be used for instruction, research, communication and other educational or professional purposes. Employee use of technology shall be consistent with the educational goals and objectives of the District and shall comply with applicable Board policies and rules.

The District will maintain a District website and use social media for the purpose of collaborating, communicating and disseminating District information. Content posted on the District's website and social media pages is the property of the District.

The District's electronic communication system, which includes telephones, copy/scan/fax machines desktop computers, laptop computers, mobile device, email and the network, is the property of the district. All messages, information and data sent, received or stored on the District's electronic communication system is the property of the District. The District reserves the right to monitor employee and student use of technology and inspect any messages, information or data sent, received or stored on the district's electronic communication system.

Failure to comply with this policy and its implementing rule may result in discipline, up to and including termination.

For the purposes of this document, an electronic communications system is defined as the District's technology offerings, including but not limited to telephones, mobile phones, fax/scan/copy machines, internet, Wi-Fi, the network, computer devices and other technology tools available to staff.

1. **Responsibility:** Employees are responsible for the proper use of any District electronic communication accounts that are issued under their name or that the employee is charged with managing. Employees are responsible for ensuring proper use of technology by students under their supervision. Responsible use of the Internet includes such items as abiding by copyright laws and terms and condition policies. Understanding unethical and unlawful activities include unauthorized access to any data or communications equipment, "hacking", or unauthorized disclosure, use or dissemination of anyone's personal information. The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual user's compliance with the District's policies, rules and procedures that govern the acceptable, safe and responsible use of the District's technology-related resources.

All staff are to relinquish any and all KUSD owned devices upon separation from KUSD employment. Any shared media (i.e. Google files) that are the product of employment should have ownership and rights transferred to an assigned KUSD staff member prior to separation.

2. **Passwords and security:** All KUSD staff are ~~expected~~**required** to protect and update their electronic access and credentials. All users that have access to the District technology resources must comply with the following rules for maintaining and securing District property and resources.

- **KUSD utilizes an email security campaign for educating staff with periodic phishing simulations and training resources. Staff that demonstrate a repeated concern from these tests will receive additional support and education.**
- Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the ~~IT~~**support** staff, if necessary. In that case, the employee shall change his or her password immediately after the ~~IT~~**assigned** staff member has completed all support.
- Employees must maintain a password for accounts and change passwords periodically as directed by the District.
- Any computer or similar device should be secured whenever it is not in use by invoking the password on the computer and/or logging off the device. Leaving a computer open or logged in while away enables others to potentially access e-mail and other sensitive files; all District technology should be physically secured according to standards set by the building administrators or their designees when not in use.
- Employees also are prohibited from accessing another user's account without permission; if an employee identifies a security problem associated with the network or his or her user account, the employee shall notify ~~IT~~**Technology support** staff.

3. **Privacy:** All KUSD user accounts are owned by KUSD and therefore are not private. Passwords are for the purpose of preventing unauthorized access to the District's electronic communication system only; employees have no expectation of privacy when using the District's electronic communication system, even for personal use. The electronic communication system is the property of the District, and the District reserves the right to monitor and inspect any messages, information and data sent, received or stored on the District's electronic communication system. Documents or messages created, sent, received or stored on the District's electronic information system may be considered a public record and subject to disclosure under the Public Records Law.

The administration may access any message for reasons including, but not limited to the following situations:

- Finding lost messages/**documents**;
- Assisting employees in their performance of job duties;
- Studying the effectiveness of the communication system;
- Complying with investigations into suspected criminal acts or violation of Board policies or work rules;
- Recovering from systems failures and other emergencies;

- Complying with discovery proceedings or using as evidence in legal actions; and/or conditions that may otherwise be required or permitted by state or federal law.
4. **Prohibited use of the District's electronic communication system:** Employees' use of the District's Electronic Communication System must reflect the District's standards for professionalism. The District's computer network and internet system do not serve as a public access service or public forum. Employees shall not use the District's electronic communication system for the following purposes:
- Accessing, sending, viewing or storing messages, images, websites or other materials which are sexually explicit, obscene, pornographic or harmful to minors;
 - Soliciting for personal commercial activities or non-District related organizations or activities, unless approved by the District pursuant to the procedures in Board Policy 1500;
 - Accessing or disclosing confidential information without authorization. Any access to or disclosure of confidential student information must comply with the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes and the District's student records policy; or
 - Any other purpose ~~that which~~ would violate law or Board policy (including harassment policies).
5. **Use of District technology equipment off District premises:** Employees may use District-owned technology equipment off District premises with appropriate administrator approval. Technology equipment may not be removed from a District building if its removal in any way causes disruption to the learning environment or decreases access to technology for District staff. Any technology assigned to staff for both on and off premises must be reflected in the KUSD Asset Manager system. A virtual private network (VPN) solution allows staff to work on their district assigned device outside of the KUSD network. This scenario ensures proper security and access to internal resources for job responsibilities. Staff that utilize a VPN will be filtered and protected as if they were physically operating behind the KUSD firewall.
- Employees who use District equipment off District premises will accept full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost. Further, the responsible party agrees to hold the District harmless for damages caused to any individual or others by the use of this equipment.
6. **Personal use of the District's electronic communication system:** Incidental and occasional personal use of the District's electronic communication system is permitted, but such use is subject to this policy. Personal use of technology must be limited to break time and time outside the workday. Personal use must not interfere with student instruction, the performance of an employee's job duties or District business. Employees shall not use their District email address for personal commercial purposes. Employees may connect personal technology devices to the District's network, as long as this does not interfere with the operation, integrity or security of the District's network. The District is not responsible for the safety or security of personal technology devices or the software on them that employees choose to bring into the District. The District does not provide technology support for personal devices. **Personal devices are prohibited from accessing KUSD internally supported networks.**

7. **Personal/off-duty use of social media and personal web pages:** Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if under the following conditions: the employee chooses to identify themselves as a District employee; the use affects the employees job performance; or the performance of other District employees or the use involves or relates to the District, District students/families or District employees. Unless authorized to do so by the Superintendent or their designee, employees shall not represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal pages and/or sites without the written consent of the adult student or the minor student's parent/guardian.
8. **Electronic communication with students:** Employees shall use their District email address(es) when communicating with students. Unless authorized to do so by the superintendent or their designee, employees shall not communicate with students via their personal email addresses, social media accounts, home phones, cellphones or other application not authorized by the District for communication with students. Employees also should use discretion when communicating with parents on social media (e.g., accepting "friend" or "follower" requests). Staff have KUSD-approved communication options for authorized use. Staff-provided email addresses and resources should be used as the communication portal for interacting virtually with students. Guidance, training and support for currently available technologies and future utilities will be shared and integrated when possible.
9. **Personally identifiable information:** Personally identifiable information relating to individual students or their families, except as permitted by the Family Education Rights and Privacy Act, Section 118.125 of the Wisconsin Statutes, and the District's student records Policy 6470. Elementary (4K-5) students only may be identified by their first name and last initial. Note: Regardless of age, photos, videos, names, artwork or other likenesses cannot be used if a student has a social media restriction on file. ~~Home telephone numbers, home addresses and e~~Email addresses of students and their family members shall not be posted or shared.
10. **The District's website/social media pages:** The Superintendent or the designee reserve the right to approve content posted on the District's website and social media pages. All school-level web editors must communicate with the District web specialist for information and assistance. The editors are responsible for ensuring accurate information is shared by maintaining the website and requesting updates be made by the web specialist. The social media administrators are responsible for ensuring accurate and timely information is shared and/or posted. The web editors and social media administrators are expected to ensure accurate spelling and grammar.

The following content shall not be posted or shared on the District's website or social media pages:

- Content that is sexually explicit, obscene, pornographic or depicts alcohol drug or tobacco use.
- Copyrighted material without the written consent from the owner and proper attribution.
- Any photos, videos, names, artwork or other likenesses of students with a media restriction on file.

- Links to personal or commercial websites.
- Content that violates Board policy or rules.

11. The staff-directed use of digital applications: Educators need to be aware of how data privacy, confidentiality and security practices affect students. When engaging with online educational service providers, educators must review the privacy policies prior to having students create accounts in selected applications. The Children’s Online Privacy Protection Act (COPPA) governs online collection of personal information from children under age 13. Educators can act in the capacity of a parent to provide consent to sign students up for online education programs that are COPPA compliant at the school for the use and benefit of the school, and for no other commercial purpose.

12. Areas of Expected Privacy

- **Students, school employees and other persons present on school property shall respect and protect the privacy interests of individuals who are using a locker room, restroom or other designated changing area. Students or employees who violate this policy, or any related rules or directives, shall be subject to school disciplinary action and possible legal referral. Other persons violating this policy may lose the privilege of using District facilities, may be referred to law enforcement and/or may be subject to penalties provided under applicable law.**
- **In keeping with the District’s objective of taking reasonable measures to protect the privacy interests of persons who are using a locker room, restroom or other changing area for an authorized purpose, all persons present on school property shall, at minimum, observe the follow measures:**
 - **The use of recording and other electronic devices is substantially restricted in locker rooms, restrooms and other designated changing areas.**
 - **No person may use a camera, video recorder, cell phone or any other device with recording capabilities at any time to capture, record, transmit or transfer an image or representation of an undressed or partially undressed person who is in any locker room, restroom or other designated changing area.**
 - **No recording function (photographic, video, audio) of any type of device may be used in any non-emergency situation in such facilities at any time unless (1) the individual has received the prior permission of the District Administrator, building principal, or other District-designated facility supervisor; and (2) any person being recorded has consented to the recording. Such permission shall not be exercised when persons who are present in the facilities are using the area as a changing area, shower facility and/or restroom.**
- **In order to avoid any appearance of a violation of privacy or other impropriety, individuals present in such facilities are expected to restrict their use of the non-recording functions of any communications device or other multi-function device to (1) emergencies; or (2) situations where they have received the prior permission of the District Administrator, building principal, or other District-designated facility supervisor. That is, with these limited exceptions, voice calls, texting, etc. Should not be occurring in such facilities.**

- No person shall view or attempt to view from any concealed location, or in an otherwise secret or hidden manner, an undressed or partially undressed person who is using a locker room, restroom, or other designated changing area.
- Loitering in a locker room, restroom or other designated changing area is prohibited.
- No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews outside the locker rooms, consistent with District policy and school rules.
- When District employees or other District-designated individuals enter a locker, restroom or other designated changing area in order to exercise their supervisory responsibilities (including any exchange of information with persons using the locker room), they shall exhibit due regard for the privacy of the individuals who may be using such facilities, including recognizing that the relevant privacy interests are heightened when an individual has a supervisory need to enter a facility designated for use by persons of the opposite sex.
- Nothing in this policy shall be interpreted to prohibit coaches and other athletic-team personnel from being present in a locker room, whether of the same sex or of the opposite sex, in circumstances where the presence of such individuals would not compromise the privacy interests of the student athletes or other persons who may be using the facility, such as during pre/post game team meetings, halftime meetings, or other similar circumstances.

11. —

Reference: Board Policy and Rule 4226

Conflict of Interest

In order to ensure sound management policies and procedures and in order to avoid actual or potential conflicts of interest, no close relative of any employee of the District or member of the Board of Education shall be appointed to and/or assigned to a position having a conflicting interest with a position held by a close relative.

Conflicting interest is defined as having a direct responsibility involving power to recommend appointment, dismissal, promotion and demotion, or for supervision and evaluation of close relatives. For purposes of this policy, close relatives shall be defined as spouse, parent, mother-in-law, father-in-law, son, daughter, sister, brother, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

Positions of conflicting interest are defined as follows:

1. Any administrative or supervisory position having immediate or partial supervisory responsibilities on other than an occasional basis. (For purposes of applying this section of the policy, the quasi-supervisory positions of the following sections shall not be viewed as immediate supervisory positions.)
2. Any teaching position having quasi-supervisory responsibilities such as a teacher consultant or department chairperson, or any teaching position having an educational assistant position.
3. Any secretarial position having supervisory responsibility within a given school or department.

4. Any building service employee having supervisory responsibilities such as head custodian, assistant head custodian, foreman or head cook.
5. Any recreation department position having supervisory responsibility within any program.

In addition to any statutory requirements regarding conflicts of interests of board members, no board member shall participate in a decision regarding the employment or discipline of a close relative.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the District.

Reference: Board Policy 4331

Limitations on Outside Employment

The District recognizes the right of District employees to engage in employment outside of the district. However, outside employment and other non-employment pursuits must not conflict with the employee's duties, responsibilities, and regular periods of work for the district.

District employees shall not engage in any outside business activity, accept private employment, or render services for private interest when such business activity, private employment, or services is incompatible with the employee's official duties or would impair the employee's independence, judgement or action in the performance of the employee's official duties.

Employees must seek written approval from the Superintendent or their designee prior to accepting outside employment or engaging in outside activities or other pursuits which are not permitted pursuits identified in this policy.

Examples of outside activities, employment and other pursuits permitted by the District without the need for approval include but are not limited to the following:

1. Volunteering to chaperone a child's field trip or other special event;
2. Attending events at another K-12 educational institution that are open to the public;
3. Attending Parent Teacher Organization (PTO) meetings or events;
4. Volunteering at a K-12 educational institution's charity event or gathering;
5. Volunteering in a classroom to assist a teacher with student activities;
6. Tutoring, provided those sessions do not interfere with the employee's scheduled work hours.

Outside activities, employment and other pursuits that are strictly prohibited by the District include but are not limited to the following:

1. Assisting another K-12 educational institution within the KUSD boundaries with the recruitment of students and/or the administration of the school;
2. Assisting another K-12 educational institution within the KUSD boundaries with teaching students (not applicable for staff who have part-time contracts with higher educational institutions);
3. Serving on a board for another K-12 educational institution within the KUSD boundaries.
4. Work which interferes with your responsibility as a District employee and interferes with your independent judgement in the exercise of your official duties;

5. Outside activities, employment or other pursuits that conflict with the interests of the District's mission, vision, goals and purpose.

Approval for outside employment shall be at the sole discretion of the Superintendent or their designee. The decision of the Superintendent shall be final.

Reference: School Board Policy 4391

School Year/Hours of the Day/Workday

The current school year calendar can be found on the District's website.

Work schedules for employees vary throughout the school district. Supervisors will advise employees of their individual work schedules. Staff needs and operational demands may necessitate variation in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Regardless of the shift, no breaks other than lunch periods are part of your normally scheduled day.

Paid hours per day are as follows for a 1.0 FTE (not including the duty free lunch):

- Teacher 7.5 hours per day
- ESP 7 hours per day
- Interpreters 7 hours per day
- ASP 8 hours per day
- Service/Maintenance 8 hours per day
- AST 8 hours per day

All staff are responsible for the completion of their duties as set forth in the job description and other duties specific to each position.

Lunch Periods

Hourly employees working six hours or more per day shall receive at least a 30-minute duty-free lunch period. Lunch will be scheduled with a supervisor to best meet the scheduling needs of the building or department. An employee must receive permission to work during their scheduled lunch period and must report any time worked. Lunch periods may not be used to account for an employee's late arrival or early departure.

Break Time for Nursing Mothers

As per Section 7(r) of the Fair Labor Standards Act, for one year after the birth of a child, all nursing mothers will be allowed reasonable break time during the work day to express breast milk. The break time will be allowed each time the mother has the need to express breast milk. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, will be provided for nursing mothers to express breast milk.

Emergency Closings and/or Learning Adjustments

~~In the event the District is switched to virtual, closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all minutes necessary to guarantee the receipt of state aids and/or necessary to meet the annual school year requirements of the State of Wisconsin.~~ **Only the superintendent of schools and/or their designee is authorized to close school buildings due to inclement weather and/or intermittent emergency/crisis situations. If the decision to close buildings is made, a public announcement will be made via various platforms no later than 5 a.m. unless emergency**

circumstances require otherwise. In the instance of long-term situations, such as a pandemic, decisions regarding closures and/or learning adjustments shall include board discussion and action unless mandated by the state or federal government.

If a public announcement is not made by 5 a.m. on any given day, schools will be open and following their regular schedules.

The superintendent reserves the right to close the district for *all* students and staff if deemed necessary.

Reference: Board Policy 3643

Staff Reporting Requirements

~~Only the Superintendent of Schools and/or the designee is authorized to close school buildings or shift to a fully virtual learning environment due to inclement weather and/or intermittent emergency/crisis situations. If the decision to close buildings or shift to fully virtual learning is made, a public announcement will be made via various platforms no later than 5:30 a.m. unless emergency circumstances require otherwise. In the instance of long-term situations, such as a pandemic, decisions regarding closures and/or learning adjustments shall include board discussion and action.~~

~~If a public announcement is not made by 5:30 a.m. on any given day, schools will be open and following their regular schedules.~~

~~The Superintendent reserves the right to close the District for all students and staff if deemed necessary.~~

The district puts student safety first, which is why several factors are taken into consideration when determining whether to close buildings due to inclement weather and/or emergency/crisis situations, such as:

- **Whether a weather warning has been issued and remains in effect at or after 5 a.m. of the day in question**
 - **Warnings issued in advance are often canceled due to a change in storm systems and the district does not want to make decisions based on inaccurate data/information**
- **Whether there is a sustained wind chill of -34 degrees or lower**
- **Whether there is a sustained temperature of -20 degrees or lower**
- **Whether there is or will be a heavy accumulation of snow, especially during typical travel times to and from school**
 - **Are streets and sidewalks clear?**
 - **Are buses unable to run due to extreme cold or unplowed streets?**
 - **Are driving conditions hazardous?**
 - **Are there power or phone outages?**

If school is not canceled and a parent/guardian believes their child is safer at home, the parent/guardian may keep their child home. Keeping a child home due to weather will be recorded as an excused absence on the student's record per Policy 5310 and Wis. Statute 118.15 so long as parents/guardians report the absence in a timely manner.

In the event schools are closed or the arrival time is changed due to inclement weather and/or emergency/crisis situations, an announcement will be made:

- **Via email and/or text message to all families and staff who have updated and accurate contact information listed in student and staff databases.**

- On KUSD and school websites, KUSD Channel 20, social media platforms, and 262-359-SNOW (7669).
- Via the appropriate avenues to be shared on local and extended news station platforms.

Announcements will be made by 5 a.m. unless emergency circumstances require otherwise. If schools are closed, all after-school activities, including sports, fine arts and evening events, also will be canceled. When KUSD schools are closed, no transportation will be provided to private and parochial schools.

FOUR-THREE PROCEDURES TO LOOK/LISTEN FOR

Unless notified otherwise, Procedure 1 is in effect. Nothing prevents the district from enacting any of the procedures below on a case-by-case basis if impending emergencies/crises are isolated to individual schools/buildings.

- Procedure 1: All schools in KUSD will be open today. Students and personnel are expected to attend.
- Procedure 2: All schools in KUSD will open two hours late, and school buses that transport students will be running approximately two hours late. There will be no a.m. or p.m. early childhood, speech impact or 4K classes.
- Procedure 3: All schools in KUSD will be shifted to a fully virtual learning environment; no students are expected to physically report to buildings but must attend classes virtually from home in order to be marked present for the day. This may be implemented on a case-by-case basis if isolated to individual schools/buildings. ~~The Kenosha Senior Center will be closed.~~ **closed; no students are expected to report. The Kenosha Senior Center also will be closed. KUSD employees – see below for attendance and guidelines.**
- ~~Procedure 4 (reserved for extreme emergency situations): All schools in KUSD will be closed; no students are expected to report. This procedure will only be enacted if and when the situation leading to closure has caused widespread internet outages (e.g., major ice storms, etc.) or would result in endangering the health and welfare of students and staff. This may be implemented on a case-by-case basis if isolated to individual schools/buildings. The Kenosha Senior Center also will be closed.~~

Two (2) days are built into the academic calendar for extreme emergency school closings. ~~as outlined in Procedure 4 above.~~

- If Procedure 1 is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- If Procedure 2 is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- ~~If Procedure 3 is enacted, students and staff will shift to virtual learning. All staff, other than specified facilities staff, may work from home due to the inclement weather and/or emergency/crisis. Specified facilities staff include those required for snow removal and/or other maintenance needs as indicated by their supervisor. Timesheet employees will not be required to work on virtual days and as such will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.~~
- ~~If Procedure 34 is enacted, only specified facilities staff shall report to work the first two days, no others shall report to work~~ **when school is closed due to weather or emergency purposes, but must make up state mandated student contact time at a future date(s) to be determined by administration.** ~~and the school and/or district will be considered closed for the day. Specified facilities staff include those required for snow removal and/or other maintenance needs as indicated by their supervisor. These individuals shall receive flextime for the day(s) worked that must be used by June 30 of the school year in which the closings occur. Timesheet employees will~~

~~not be required to work on closure days and as such will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.~~

Beyond the first two days: Teachers, educational support professionals and interpreters should not report to work when school is closed due to weather or emergency purposes, but must make up state mandated student contact time at a future date(s) to be determined by administration.

Administrative, supervisory, technical personnel; administrative support professionals; community and support; facilities; and food service must report to work or take a vacation or personal day.

Timesheet employees will not be required to work when schools are closed and will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.

Reference:

*Board Policies 3643, ~~and 6210~~, **5310, 3511***

Wisconsin Statutes, Sections

115.01(1)

~~121.006(2)~~

121.02(1)(f)

121.56

118.15

Job Postings

When the District determines to post a position, the vacancies will be posted online for a minimum of five calendar days or until filled.

Employment ID

Each employee is given an ID badge at the time of hire. The ID is provided for security purposes. ~~The first badge is issued at no cost to the employee. Any lost or stolen badges should be reported to your supervisor.~~ Employees are expected to wear their badge every day and ensure it is visible when on District property.

Facility Visitors

The District welcomes visitors. To ensure the safety and well-being of all students and staff, visitors must comply with the following procedures:

1. Enter through the front lobby area.
2. Sign the visitor register upon entering and exiting the facility to ensure that everyone is accounted for in the event of an emergency.
3. Wear required identification.
4. Comply with building procedures to ensure the safety of the students and staff.
5. Comply with site-specific visitor check-in procedures.

SECTION 2: COMPENSATION

Base Pay

The District is committed to providing a fair and competitive compensation package that will attract, retain and develop staff.

Job Classifications

The District positions will be assigned to employment classifications based on the education and experience requirements of the positions and in accordance with state or federal requirements, where applicable. When positions change, they will be reassessed and may be reclassified, if necessary.

Payroll

The District runs payroll on a biweekly cycle. Payroll information, including payroll periods and pay dates, is updated and published annually and can be viewed on the the District intranet. This information is also accessible by contacting the Payroll Department and is distributed to all new hires. All employees' normal wages are paid through the end of the current pay period. Special wages, like overtime (see Overtime/Compensatory Time Off for Hourly Employees below), will be included in the next pay period.

Direct Deposit

The District requires and provides direct deposit into the employee's bank or credit union. All payrolls are processed utilizing direct deposit only.

Employee Intranet

All employees will have the ability to view their paycheck stubs through Employee Online. It is each employee's responsibility to verify the accuracy of the information. Employees should check for mistakes made in salary and leave balances each time a paycheck is processed. The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event of an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible. Any changes to an employee's time record must be approved by their supervisor/principal.

Overtime/Compensatory Time Off for Non-Exempt Employees

Overtime assignments and weekend duties for hourly employees will be assigned at the discretion of the supervisor and/or District administrator. **Eligible employees including hourly employees, Administration and Teachers are exempt from overtime compensation.** Hours, shifts and assignments will be determined by the District. **Eligible** employees will be paid for all **overtime** hours worked. All overtime must be approved in advance by the immediate supervisor. Employees will be paid overtime as required by the Fair Labor Standards Act. The District may provide mutually agreeable compensatory time off in lieu of overtime pay.

Overtime pay: Only non-exempt employees will receive compensation at the rate of one and one-half times their regular hourly rate of pay for all hours worked over 40 hours in any given work week. A supervisor must always approve overtime before it is performed. Only actual hours worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered hours worked. Supervisors will attempt to provide employees with reasonable notice when the need for overtime arises, however, advance notice may not always be possible.

Time and Attendance

All non-exempt employees are required to keep accurate and complete records of time worked on a District-issued timesheet or timekeeping system (check with your supervisor). Non-exempt employees will forward a complete and signed timesheet to their supervisor at the end of each pay period within one working day.

Payroll Deduction

All required deductions, such as federal, state* and local taxes and Wisconsin Retirement System contributions, as well as all authorized voluntary deductions, such as Tax Sheltered Annuity (TSAs) and health insurance and other benefit premiums, will be withheld automatically from employee paychecks. Employees are able to adjust voluntary deductions via Employee Online.

Garnishments and Wage Assignments

All official garnishments and wage adjustments will be processed according to the prevailing applicable laws via legal documents provided to the Payroll Department.

Tax Deferred Investments

Employees have the opportunity to take advantage of tax deferred income taxation provisions. The Office of Human Resources maintains a list of investment companies available to employees on the Employee Intranet.

Reference:

Wisconsin Statutes Sections

71.64

103.457

109.03

241.09

812.42

812.43

Fair Labor Standards Act

26 U.S.C 3102

26 U.S.C. 3402

29 C.F.R. Part 541, et seq.

SECTION 3: EMPLOYMENT CHANGES

Personnel Data Changes

The District maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the District with contact information in case of emergency, address mailings, data for payroll purposes and information required for reporting purposes and benefit programs.

All employees must notify the Office of Human Resources within five days of any changes in:

1. Address
2. Marital status/name change
3. Emergency contact
4. Phone number
5. Dependent(s)

Personnel Records

Records of all personnel shall be considered confidential to the extent required by law and shall be kept in the Office of Human Resources. Records shall be maintained in accordance with all applicable federal and state laws and regulations, and retained in accordance with District's record retention schedule.

1. Personnel records may be examined in the presence of the Office of Human Resources personnel.
2. Materials shall not be removed from personnel files without permission of the Superintendent or designee.
3. The Office of Human Resources may duplicate post-employment file materials for the employee, and individual employee will pay the cost.
4. Transcripts and licenses may, if requested, be returned to individuals upon termination of employment provided a receipt is signed.
5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supplying agency only.
6. Personnel files will not be available to former employees, except to the extent authorized by law.
7. Employee information may be made available to anyone to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, the assignment, the dates of employment and compensation.
8. An employee may request the source of any material placed in their file.
9. Any written complaint about an employee, or written material that the employee's principal or other supervisor deems derogatory, will be called to the employee's attention within 48 hours. The employee may respond; their response will be reviewed by the administrator, attached to the complaint or written material and included in the employee's personnel file.

10. Where parents have oral complaints about an employee, the affected employee will be notified if/when they are addressed by an administrator in writing. The employee will also be given a meaningful opportunity to provide input for the response.

Reference: Board Policy and Rule 4260

Employee Evaluations

Instructional administrators (i.e., principals and assistant principals) and teachers shall be evaluated by their direct supervisor in accordance with the Educator Effectiveness model as required by the Wisconsin Department of Public Instruction. This includes following the evaluation timeline of a summary year followed by two support years, as well as providing yearly feedback on annual goals. Details are outlined at <https://dpi.wi.gov/ee>. This model and its timeline also align with Wisconsin State Statute 121.02(1)(q) which reads, "Evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every 3rd year thereafter."

Non-instructional administrators, supervisory, technical and hourly staff shall be evaluated at the end of their first year and every three years thereafter. In addition, non-instructional administrators, supervisory and technical staff also will set annual goals and receive informal feedback from their direct supervisor similar to that presented via the Educator Effectiveness model for teachers and instructional administrators.

Evaluation tools for groups other than teachers and instructional administrators will be developed and maintained by the Office of Human Resources. Copies of completed, signed evaluations shall be submitted to the Office of Human Resources for inclusion in personnel files.

Neither of the timelines above prohibit the district from addressing performance or behavior issues in any given year through performance improvement plans or corrective disciplinary action.

Reference: Board Policy and Rule 4380

SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES

Benefits

The District offers a comprehensive benefit package. Details with respect to eligibility, benefits, including employee contributions (premium costs), claims procedures and limitations can be found on the District website. Benefits may include health, dental, life, vision, disability, flex and retirement savings and are subject to change.

Vacation Days

Benefit eligible **12-month** employees will earn vacation on the fiscal year (July 1-June 30) and may take it on the calendar year (January 1-December 31). New employees will earn vacation on a prorated basis at the rate of 1/12 of their allocated amount per month and may begin using accrued vacation upon completion of six months of service.

For example: An hourly 12-month employee is hired on October 1. Since the new hire is starting after July 1, they will earn vacation on a prorated basis equal to 9/12 (the employee will work 9 months of the 12) of their allocated amount per month.

July 1 – June 30 is the earning period

Date of hire = October 1

Earned vacation from October 1 – June 30 = 75% of the annual vacation allotment.

Total day of vacation available after six months = 7.5 days (10 days x 0.75)

All employees who earn vacation time will be paid out unused earned vacation time upon a voluntary separation from the District. Payout of vacation time will be calculated based on the remaining balance of vacation days earned as of the date of the voluntary separation. Any individual whose employment with the District is involuntarily terminated will not be paid for unused earned vacation time.

Vacation time shall be taken in half-day or full-day increments. The vacation period and the number of employees on vacation at any given period shall be determined and approved by the employee's immediate supervisor or principal. The supervisor may deny the use of vacation time based on needs of the District. Payment in lieu of vacation time will not be granted.

Employees are required to use all accrued sick and vacation balances for any absences from the District before being allowed to request unpaid time off with Administrator approval. **Vacation cannot be borrowed or advanced from future allotments.**

ADMINISTRATIVE, SUPERVISORY AND TECHNICAL EMPLOYEES (AST)

See AST Policy

NON-EXEMPT/HOURLY 12-MONTH EMPLOYEES

(Employees currently receiving a greater benefit will retain that benefit)

One week = five days

During first year, two weeks prorated

After first year, two weeks

After second year, three weeks

After third year, four weeks

NON-EXEMPT/HOURLY 10-MONTH EMPLOYEES

(FOOD SERVICE OR ADMINISTRATIVE SUPPORT PROFESSIONAL (SECRETARY))

Current 10-month employees who continue to accrue vacation will maintain their vacation benefit for the duration of their employment as a 10-month employee, but vacation may not be taken. Payment for vacation time in lieu of time off will be granted annually in June. Once an employee leaves one of the two 10-month employee groups referenced above via transfer or separation from the District, their grandfather status is gone. The sunset of this benefit was effective June 30, 2013.

Carryover Vacation Days

Employees may carry over a maximum of five vacation days from one calendar year to another. Employees must submit requests for carryover vacation days to their supervisor for approval who will submit to the Office of Human Resources for recordkeeping. Carryover vacation days must be used by June 30 of the following calendar year. Any remaining carryover vacation days at that time will be removed from the employee's available vacation leave balance.

Reference: Board Policy 4280

Personal Days

~~All employees who earn sick days may request to use up to two of them as paid personal days. Personal days may be taken January through December. The Personal Request Leave form can be found on the District website and must be submitted to the employee's supervisor for approval. These paid personal days will be deducted from the employee's accrued sick days.~~

All employees who earn sick days may request to use up to two (2) of them as paid personal days. 10-month FTE employees may request to use up to four (4) sick days as personal days. Personal days may be taken July through June. The Personal Day Request must be submitted in writing to the employee's supervisor for approval. Personal days may not be taken in greater than two-day increments and may not be combined with vacation to extend an employee's absence. Personal days may not be used to extend a holiday. There must be available sick days in your sick bank equal to the number of personal days requested before they can be taken. Unrequested personal days do not carry-over from year to year. These paid personal days will be deducted from the employee's accrued sick days. Personal days are not guaranteed, and are granted on a case-by-case basis based on the needs of the department.

Illness on a Holiday or Vacation Day

Any illness or disability, which occurs after approved vacation has commenced, is considered vacation and shall not be paid as other benefit time. If one of the paid holidays shall fall during an employee's vacation, the paid holiday will be applied in lieu of the paid vacation day.

Holidays

ADMINISTRATIVE, SUPERVISORY AND TECHNICAL EMPLOYEES (AST)

See AST policy.

NON-EXEMPT/HOURLY 12-MONTH AND EXEMPT/NON-EXEMPT/HOURLY 10-MONTH EMPLOYEES

Non-exempt/hourly 12-month employees	Exempt and non-exempt/hourly 10-month employees
Independence Day	Labor Day
Labor Day	Thanksgiving Day
Thanksgiving Day	Day after Thanksgiving

Day after Thanksgiving	Christmas Day
Christmas Eve	New Year's Day
Christmas Day	Martin Luther King, Jr. Day
New Year's Eve	Good Friday
New Year's Day	Memorial Day
Martin Luther King, Jr. Day	
Good Friday	
Memorial Day	

Additional Holiday Information

The District will establish the preceding Friday or the following Monday as the holiday if the holiday falls on a Saturday or Sunday.

All 12-month exempt and non-exempt (hourly workers) will receive winter recess as paid time off. These dates are designated by the District calendar.

Supervisors have the option of adjusting schedules of those employees who may have to work due to the needs of the District.

Ten-month employees are off during spring break and winter recess; however, these are unpaid days except the holidays referenced above. Temporary part-time, non-benefit employees are not eligible for holiday pay.

In order to receive holiday pay, an employee must be paid on their last scheduled day before and the next scheduled day after the holiday unless other arrangements are made in advance with the employee's supervisor or the employee is on vacation at the time of the holiday. If an employee does not do so, then the employee will not be paid for the holiday. This does not include mandated District closures such as winter break or spring break.

Sick Days

Sickness is defined as illness or disability for self or immediate family. Sick days may also be used for attending a medical appointment for an employee or their immediate family member(s).

Employees who work 10 months will receive 10 paid days per year and those who work 12 months will receive 12 paid days per year up to a maximum of 90 days. Any employee who works 50 percent or greater per week (.50 FTE or greater) will be eligible for sick days on a pro-rated basis. Temporary (part-time/non-benefit eligible) employees will not accrue sick days. Employees currently receiving a greater benefit will retain that benefit. Employees will be required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off.

Sick days may not be used prior to accrual. The District may require employees to provide a note from the doctor verifying that an absence was caused by a medical situation or medical appointment. The District also may require documentation from the doctor authorizing the employee to return to work. If sick days are exhausted, employees should refer to this handbook for additional unpaid leaves available.

For purposes of using sick days, immediate family is defined to include only spouse, brother(s), sister(s), children, parent(s), parent(s)-in-law and other family members living in the household.

Sick days are earned on the first payroll of each month as long as at least half of the prior month was worked. Teachers will receive their 10 days at the start of the school year. Teachers hired after the start of the school year will receive their pro-rated sick allotment in a payroll following hire.

Sick days will be taken in half-day or full-day increments. ~~After~~ **Anytime an employee misses three or more** consecutive days, the employee ~~will~~**may** be asked to provide documentation from the physician who treated the employee and/or employee's immediate family when returning to work. The supervisor may request a medical excuse or other documentation regarding the use of sick days at any time.

Sick days will not be paid out upon separation from the District. Administrative, Supervisory and Technical employees should refer to the AST policy.

Bereavement

Employees shall be allowed up to six paid days for absences necessitated by the death of an employee's immediate family members (including spouse, mother, father, sister, brother, child, stillborn child, miscarriage, son-in-law, daughter-in-law, father-in-law, mother-in-law, **stepmother, stepfather**, or any other person whom the employee stands in a mutually acknowledged relation of parent or child) and up to three paid days for grandparents, grandchildren, sister-in-law, brother-in-law, aunt, uncle, niece, **or** nephew, ~~stepmother or stepfather~~. Proof of loss must be provided to the building/department leave reporting secretary. Days do not need to be taken consecutively but must be taken within six months of the individual's passing. **Bereavement days must be taken in full day increments.**

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify their supervisor. The employee is required to provide copies of the subpoena or jury summons to their supervisor and the Office of Human Resources. The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation. Employees will not be deducted pay for the jury duty or subpoenaed court appearances on behalf of the District if the above is adhered to. If an employee is called to appear as a plaintiff, defendant or for subpoenaed and non-subpoenaed court appearances not related to the District, they will be deducted pay unless vacation or personal days are used. Any compensation (except transportation) received by the employee for jury duty or service must be paid to the Finance Office. Timesheet employees are not eligible to receive jury duty pay from the District.

Family and Medical Leave Act (FMLA)

Employees may be eligible for leave in accordance with the state and federal Family and Medical Leave Acts (FMLA). The District utilizes the calendar year (January 1 through December 31) to establish its 12-month FMLA measurement period.

The following information concerns your rights and obligations under the family and medical leave laws, and District policy and guidelines, and will explain to you the consequences of your failure to meet these obligations. Please read this information carefully, and if you have any questions, please contact your supervisor or the Office of Human Resources.

1. **Leave entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies.

2. **Medical certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the District with a medical certification (“Health Care Provider Certification”) prepared by the health provider. This certification must be provided to the District within 15 calendar days of the request for leave, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good-faith efforts, in which case it must be provided as soon as practicable. If you fail to provide a timely certification, your leave request or your continuation for leave may be denied or delayed until the required certification is provided.
3. **Additional certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District’s expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
4. **Recertification.** On a periodic basis as allowable by law, you must provide the District with subsequent recertification that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.
5. **Intent to return to work.** You must provide the District with a periodic report on your status and intent to return to work when instructed by the District. If you are released to return with restrictions, you must contact the Office of Human Resources to discuss possible accommodations available prior to the return to work.
6. **Fitness for duty.** If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, “Fitness for Duty Certification” form signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
7. **Substitution.** Employees will be required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off under the District’s applicable leave policies.* You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the District’s applicable leave policies. Paid leave will run concurrently with your family and medical leave and will not be available to you later. (Reference * at end of section.)
8. **Maintenance of insurance coverage.** In order to maintain your current elected benefits during your family or medical leave you must continue to pay any employee required contributions towards those elected benefit health insurance premiums, as you did prior to your leave. The District requires the substitution of paid leave, therefore your share of premiums, if any, will be paid through the District’s normal payroll deduction method. Otherwise, the District will designate a method for collection premiums when your leave is unpaid.
9. **Employment protection.** Upon returning to work from family or medical leave provided your 12 weeks of FMLA have not been exhausted, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave. In the

case of instructional employees, your reemployment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Office of Human Resources for additional information on your reinstatement rights.

10. **Recovery of premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave and coverage will be cancelled back to the date of your last paid premium.

* Wisconsin FMLA allows employees to take up to 2 weeks of leave for their own serious health condition in a calendar year, up to 2 weeks for the serious health condition of a parent, child or spouse and up to 6 weeks for the birth or adoption of a child. The employee may elect to have this time be unpaid. Once an employee has exhausted their Wisconsin FMLA rights, they are subject to Federal FMLA and will be required to use all earned but unused vacation and sick time before election of unpaid time off.

Legal Reference:

29 USC Chapter 28 Sections 2601-2654 (Family and Medical Leave Act)

29 C.F.R. Part 825

Wisconsin Statute Section 103.10 (Family or Medical Leave)

Wisconsin Admin. Code Ch. DWD 225

Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

Wisconsin Bone Marrow and Organ Donation Leave Act

Unpaid leave may be taken by an eligible employee for the purpose to serve as a bone marrow or organ donor if the employee provides their employer with written verification that the employee may be a bone marrow or organ donor. An employee is eligible for leave if they have been employed by the District for more than 52 consecutive weeks and worked at least 1,000 hours during the preceding 52-week period. Leave may be taken only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure, up to a maximum of six weeks in a 12-month period.

If an employee requests bone marrow or organ donation leave, the employer may require the employee to provide certification issued by the health care provider of the bone marrow or organ recipient or the employee, whichever is appropriate, indicating the following: that the recipient has a serious health condition that necessitates a bone marrow or organ transplant; that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the District's operations, subject to the approval of the health care provider of the bone marrow or organ recipient, and give the District advance notice in a reasonable and practicable manner.

An employee may substitute, for portions of bone marrow or organ donation leave, paid or unpaid leave of any other type provided by the District.

Legal Reference: Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

Maternity/Paternity Leave

Employees will be allowed up to 12 weeks of leave during a calendar year as a result of a birth or placement of a child, or to bond with a newborn or newly placed child. This leave will run concurrently

with any other leave which is available to the employee under other District leave and absence policies, or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances (e.g. sick days or vacation days). The taking of leave under this policy and its accompanying guidelines will not be used against an employee in any employment decision, including the determination of raises or discipline.

Child Rearing Leave

Once maternity/paternity and/or FMLA have/has been exhausted, an employee may request up to one year unpaid leave for the birth or adoption of a child. This one-year period includes the time off for maternity/paternity leave and/or FMLA, will not exceed 12 months total, must be taken immediately following the exhaustion of maternity/paternity or FMLA and may not be taken on an intermittent basis. Child-rearing leave will be unpaid, and no benefits will be provided during this time. Requests may be granted at the discretion of the Superintendent and/or the designee and may not be requested in consecutive years. An employee returning from child-rearing leave will be placed in an assignment for which the employee qualifies at the pay rate that is commensurate with their assignment.

Non-FMLA Medical Leave

Benefit-eligible employees (as defined in the Introduction section of this Handbook) who have exhausted FMLA, or did not originally qualify for FMLA, and are still unable to perform their regular duties due to their need to continue to care for themselves or an individual who was the subject of the original FMLA request may be eligible for a non-FMLA medical leave. Combined total leaves (FMLA and non-FMLA) shall not extend more than 12 months calculated by using the initial approved FMLA date leave if applicable. Non-FMLA medical leave shall not be taken on an intermittent basis. Additional non-FMLA medical leaves will not be granted until the employee has returned to normal work duties for minimum of six months.

In order to receive a non-FMLA medical leave, the employee must submit a “Request for a Non-FMLA Medical Leave” form to the Office of Human Resources. The employee will be required to exhaust all available sick and vacation balances at the beginning of their non-FMLA medical leave. In addition, the employee will be required to provide the Office of Human Resources medical documentation supporting the need for the requested leave. The non-FMLA medical leave will be granted at the discretion of the Superintendent or the designee.

Once all accrued paid time off is exhausted, during the non-FMLA medical leave, the employee will receive no compensation from the District. If the employee is able to return within the 12 month leave period (calculated by using the first day of approved FMLA), the employee may return to their original position.

Employees who are unable to return to work following 12 months of leave shall retire, resign or will be separated from the District in accordance with Section 6 – Employment Separation of this Handbook. Once separation has occurred, and the employee is able to return to work, the employee may apply for any vacant position for which they are qualified through the District’s application process.

Participation in the District’s insurance coverage may be available subject to provisions in the health insurance summary plan description, which can be found on the HR/Benefits section of the District’s intranet.

Military Leave

Employees who serve in the armed forces will be granted leaves of absence if called to duty, and be reinstated in accordance with the applicable state and federal laws and regulations. Employees will be

paid the difference between their military pay and District pay only for the employee's annual two-week military training.

Reference:

Wisconsin Statutes Sections 321.63 – 321.66

Uniformed Service Employment and Reemployment Rights Act (USERRA)

29 C.F.R. Part 1002, et seq.

Retirement in Wisconsin Retirement System

For eligible staff, the District will pay one-half of the actual contribution rate (employer-required share), which is determined by the Employee Trust Fund board. The employee will be responsible for the other half (employee-required share).

Employee Assistance Program

The District recognizes that a wide range of problems not directly associated with job function can have an effect on job performance. Employee problems can stem from emotional disorders, alcohol or other drug dependency, family or marital problems, financial problems or societal pressures and changes. The District is concerned with job performance including attendance, conduct and productivity during employment hours.

It is recognized that many personal problems can be successfully treated or resolved if assistance is offered at an early stage and referral is made to an appropriate form of assistance.

The District will offer an Employee Assistance Program (EAP), which will serve as a practical and constructive mechanism for dealing with employees' personal problems that may affect the work situation or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems

The purpose of the EAP is to improve the quality of human life. It has the potential to help marriages, families and possibly even save lives. Other benefits include increased productivity, improved work quality, decreased turnover, more favorable public opinion, greater employee identification with the District, improved morale and cost savings to the District.

The program will operate within following guidelines:

1. The decision to request or accept assistance through the EAP is the voluntary and personal choice of the individual employee.
2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
3. Job security will not be jeopardized by a request for or acceptance of help through the EAP.
4. Referrals to the EAP agency can be by self-referral, family referral or supervisory referral.
5. The EAP will function through a District EAP resource person and a contracted community agency that will provide services under the EAP concept. The superintendent of schools shall appoint the EAP resource person.

6. The EAP does not alter existing contractual provisions, work rules or disciplinary procedures. It serves as a supplementary program to offer appropriate assistance to those who need or desire it.
7. Where necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as other health problems. Leave without pay shall also be considered when determined to be necessary.

Reference: Board Policy 4233

Travel Pay Policy

It is Board policy to ensure that employees are properly compensated for all hours worked, including compensable travel time as required by law. Non-exempt employees are entitled to have compensable travel time counted as hours worked so long as the travel occurs during the employee's normal work hours.

Written authorization for travel on District business must be obtained prior to travel departure. The written authorization should be included with the expense report for travel expense reimbursement. Although required travel time undertaken at the District's direction is treated as work hours, voluntary travel undertaken at the employees own option for their sole convenience is not compensable travel time.

Under ordinary circumstances, it is the policy of the District to reimburse travel expenses on the basis of actual expenses incurred. Persons traveling on District business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety and comfort.

Reference:

Board Policy 3412

Wisconsin Statutes Section 118.24

Fair Labor Standards Act 29

C.F.R. Part 541, et seq.

Tuition Assistance

ALL STAFF OTHER THAN AST

The District shall provide tuition assistance of \$50 per credit up to 12 credits maximum per school year (July 1-June 30). The tuition assistance must be requested within 12 months of credits being earned. Courses taken during the summer will be considered part of the up and coming school year. (Facilities employees only: All costs to maintain employment certifications and/or licenses will be paid by the District.)

To receive tuition assistance, employees must follow the appropriate guidelines:

1. Prior to taking the course:
 - a. Visit Frontline-Professional Growth to complete either an Out of District Course Approval Form or select a course form District's activity catalog.
 - i. Requests will be routed to the building administrator/department supervisor for review and/or approval.

- ii. Out of district courses must be taken via a regionally accredited school.

2. Following completion of the course:

- a. Complete all course evaluations on Frontline – Professional Growth.
- b. Complete Tuition Assistance Request Form
- c. Upload a copy of the official transcript showing the credits earned or a certificate of completion and a copy of receipts for courses taken.
- d. Submit to Human Resources for review and/ or approval.
 - i. Only courses earning a “B” or higher, or pass for non-graded courses, will be considered for assistance.
 - ii. If approved, this will be routed to the Office of Human Resources for processing as outlined below.

The Office of Human Resources will process requests for tuition assistance biannually in February and October. Due dates for requests will be January 31 for February processing and September 30 for October processing.

Submitting a form or selecting a course in Frontline does not track credits needed for Tier advancement. This process will be communicated separately to teaching staff each spring.

ADMINISTRATIVE, SUPERVISORY AND TECHNICAL EMPLOYEES (AST)

See AST Policy

Worker’s Compensation

Workers’ compensation was established to provide a basic safety net of benefits for employees who are injured on the job. While working for the District, employees are automatically covered by worker’s compensation insurance, which is paid by the District. This insurance coverage provides benefits to any employee who meets the following requirements: 1) the injury or illness occurs while engaged in performing work activities; and 2) the injury or illness arises out of working conditions, not personal medical conditions.

Under the rights and benefits of Worker’s Compensation Act: It is essential that an employee promptly report to his/her supervisor any injury or illness, no matter how minor it may appear at the time. Employees who are injured or become ill on the job must immediately report such injury or illness to their supervisor(s) along with the Employee Accident Report form which should be turned into the Office of Human Resources within 24 hours.

Employees are also required to report all work related injuries or illnesses that may need medical attention to the Care Line (1-8833-564-0894). If it is unknown whether or not medical attention is needed, call the Care Line. This is the mandatory procedure for these injuries, and they must be reported as soon as possible.

Failure to follow this procedure may result in the failure to file the appropriate Worker’s Compensation Report in accordance with the law, which may in turn jeopardize the employee’s right to benefit in connection with the injury or illness.

Any leave taken under worker's compensation will run concurrently with the employee's family medical and leave act (FMLA) allowance.

Light Duty – Worker's Compensation

If lost time occurs, a written report from the treating physician must be completed within 24 hours of the incident. If the employee is able to return to work, any pertinent work restrictions must be indicated on the Workers' Compensation Work Status Report Form. Forms are available at each site office. If work restrictions exist, attempts will be made to place the employee in the Transitional Return to Work Program, if a reasonable placement is available. If the District makes any restricted work available, this may trigger a cessation or reduction of worker's compensation benefit payments. If the employee is unable to work, the anticipated return to work date and expected duration of the injury or illness must be indicated by the treating physician on the Worker's Compensation Work Status Report Form. Upon return to work following a work-related injury or illness, an employee will be required to provide certification from the employee's treating physician verifying that the employee is able to safely perform job functions.

Reference: Worker's Compensation Act

Employee Property

Employees may be offered lockers or other secured areas on District premises in which to temporarily leave their personal belongings. These lockers are, and remain, District property. The privilege of a locker may be revoked at any time. The locker may be inspected at any time. It is the responsibility of the employee to maintain the security of a locker provided for use.

The District provides a parking lot for employees' automobiles. The District does not accept responsibility nor assume liability for any loss, theft, fire or damage whatsoever. For employee protection, each employee must observe all parking rules, drive safely, lock cars, and leave no valuables exposed.

The District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District.

Any exception to this policy requires the approval of the Superintendent of Schools, upon recommendation by the Office of Human Resources.

Reference: Board Policy 3623

SECTION 5: CONDITIONS OF EMPLOYMENT

Required Medical Documentation: Non-Certified Positions

All non-certified employees must adhere to the following conditions of employment:

1. Employee must furnish the District with proof of a completed physical examination prior to employment start date.
2. Employee must furnish the District with a completed tuberculin skin test prior to employment start date.
3. Employee must agree that the appointment is contingent upon Board of Education approval, regardless of whether the employee has been placed on the District's payroll.
4. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.
5. Employee must pass the criminal background check during the hiring process.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

Required Transcripts, Certification and Medical Documentation: Certified Staff

The following conditions of employment apply for all certified staff:

1. Official college transcripts should reflect a 2.75 grade point average (GPA) in overall undergraduate coursework or 3.0 in major or 3.0 in a master's program (all GPA's based on a 4.0 scale). If the position is at the secondary level, employee should have a major or minor in the subject area(s) being taught.
2. Employee must provide the District with an official transcript(s) denoting graduation, or if a graduating senior, a letter from the dean or advisor verifying the anticipated graduation date prior to employment with Kenosha Unified School District. If a graduating senior, employee must provide an official transcript denoting graduation within 30 days of graduation.
3. Employee must furnish the District a copy of their instructional certification or proof of Wisconsin Department of Public Instruction application (e.g., copy of application and proof of payment) prior to employment with Kenosha Unified School District.
4. Employee must furnish the District with proof of a completed physical examination prior to employment start date.
5. Employee must furnish the District a completed tuberculin skin test prior to employment start date.
6. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.
7. Employee must agree that the appointment is contingent upon the Board's approval, regardless of whether the employee has been placed on the District's payroll.
8. Employee must pass the criminal background check during the hiring process.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

Required Documentation: Non-FTE/Timesheet/Temporary Staff

All part-time timesheet/temporary employees must adhere to the following conditions of employment:

1. Employee must furnish the District with proof of a completed physical examination prior to employment start date (substitute teachers and substitute custodians only).
2. Employees must furnish the District with a completed employment drug test within 72 hours of the offer of employment (cafeteria workers, substitute teachers and substitute custodians only).
3. Employees must furnish the District with a completed tuberculin skin test prior to employment start date (all employees).
4. Employees must pass the criminal background check during the hiring process (all employees).

Non-compliance in any of these areas will result in the immediate revocation of the offer and/or termination of employment.

Licensure

Certificated staff are required to maintain proper licensure. Failure to maintain proper licensure may result in pay reduction until the license can be obtained.

Teachers failing to maintain proper licensure, as defined by the Department of Public Instruction, may be non-renewed or receive a pay reduction until the license can be obtained.

Certificated staff are required to maintain proper licensure in order to maintain employment with the District. Wis. Stat. § 118.21 (1) states, "The school board shall contract in writing with qualified teachers. The contract, with a copy of the teacher's authority to teach attached, shall be filed with the school district clerk. Such contract, in addition to fixing the teacher's wage, may provide for compensating the teacher for necessary travel expense. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates."

Certificated staff are expected to know the expiration date of their licenses/certification, meet the requirements for re-licensure/certification in a timely manner, and provide immediate notice to the District if their license/certification is suspended or revoked.

Failure to maintain proper licensure, as defined by the Department of Public Instruction, will result in the immediate voiding of the employment contract and may result in termination of employment and the certificated staff member's position may be posted to be filled. Failure to provide immediate notice to the District of the suspension/revocation of the employee's license/certification may result in disciplinary action, up to and including termination.

Reference: Wisconsin Statute 118.21

Staff Physical Examinations

Upon initial employment, all employees of the District shall have a physical examination, including a tuberculin skin test and/or chest x-ray, in accordance with state law.

Upon initial employment, each employee shall furnish a certification of freedom from tuberculosis. Food service employees shall furnish such certification annually. Food service employees shall have other periodic health exams as required by the School Board. The Board may also require other employee health exams consistent with state and federal laws.

An employee may be exempt from the health examination requirements listed in this policy if an affidavit has been filed with the board claiming such exemption in accordance with state law. No employee shall be discriminated against by reason of their filing of an affidavit.

Reference: Board Policy 4231

Employee Attendance and Punctuality

Regular attendance is an essential job function. In the event of illness or other absence, the employee shall notify the automated substitute assignment system and/or their immediate supervisor prior to the employee's work starting time in accordance with District procedures.

An employee who is absent from work without notifying the District as required may be subject to disciplinary action up to and including discharge. A failure to report to work for three (3) consecutive days shall be deemed job abandonment and the employee's employment with the District shall immediately terminate.

1. An employee is responsible for notifying the automated substitute assignment system and/or their supervisor of their absence no later than 60 minutes prior to the employee's work starting time.
 - a. The employee must indicate the reason for the absence and advise when they will report back to work.
 - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
 - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.
 - d. Employees must follow additional school/department guidelines where appropriate.
2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive discipline. Any disciplinary action taken shall be consistent with District policies and rules.
 - a. An employee is considered absent if they are not present for work as scheduled, regardless of the cause.
 - b. An employee is considered tardy if they report to work after the scheduled start time (unexcused).
3. Department managers and principals will develop and communicate work schedules to reflect a start and end time.
4. A supervisors, is to give special attention to absence patterns:
 - a. Absences before or after the weekend;

- b. Absences the day before and/or the day after a scheduled holiday or day off;
- c. Calling in sick as rapidly as sick time is accrued;
- d. Calling in sick or tardy after scheduled start time; and
- e. Absences the day before or the day of “hunting” season.

Reference: Board Policy 4280

Absence Reporting/Procedures

All employees are responsible for reporting absences to the District absence reporting system in place. The District’s absences reporting system will be available 24 hours a day, seven days a week, and can be accessed via internet and phone. Login instructions and access codes will be provided to employees after start of employment.

The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. In order for the District to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each assigned workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee’s supervisor or building administrator. Staff should not make personal commitments during the day that may be scheduled at an alternative time.

Employees who are absent or tardy in excess or without a valid reason may be subject to corrective counseling and/or, when appropriate, disciplinary action. In cases where absence has been for three (3) or more consecutive work days due to illness, employee shall bring a doctor’s note or physician’s release before being allowed to return to work. Absences of three (3) consecutive work days without proper notification and approval will be construed as job abandonment and will constitute your resignation from the District without proper notice. (Please refer to Job Abandonment, page 47.)

When unable to work because of illness, injury or any other reason, employees are required to notify their supervisor or their designee and enter their absence into the leave reporting system as far in advance as possible, but no later than one (1) hour before the normal starting time on each day of absence. If the District has reason to believe that sick leave abuse or misuse is occurring, the District may require medical evidence to support a sick leave claim.

Reference: Board Policy 4280

Accident Reports

It is essential that all accidents occurring on school property concerning students, employees or members of the public, and casualty losses be reported promptly to the Office of Human Resources. Accidents shall be reported in accordance with established District procedures.

Reference: Board Policy 3631

Employee Dress and Grooming

The School Board believes that all employees of the District represent the District and set an example in their dress and grooming. Therefore, professional and support staff are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public.

All District employees must comply with the following personal appearance standards at all times during scheduled working hours:

1. Employees are expected to dress in a manner that is normally acceptable in a professional environment. Employees should not wear suggestive or revealing attire, spaghetti straps, backless clothing, shirts or tops that reveal an exposed midriff, clothes printed with slogans or inappropriate offensive comments, blue jeans, athletic clothing, shorts, T-shirts, baseball hats, flip-flop sandals and similar attire that do not present a professional appearance.
2. Certain employees may be required to wear special attire, depending on the nature of their job.
3. At the discretion of the Superintendent and his/her designee, an employee may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.

Employees shall be informed of these personal appearance standards at the time of hiring.

Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations may also result in disciplinary action.

Reference: Board Policy 4229

Alcohol and Drug Free Workplace

The district recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the district's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the unlawful manufacture, distribution, dispensation, possession, use of alcohol **and/or** controlled substances, or consuming intoxicating ~~substances~~ **beverages** on District premises or while conducting District business off premises is absolutely prohibited by the District **(district business is defined as representing the district in an official capacity)**. **As such,** Employees are prohibited from reporting to work with alcohol or non-prescription controlled substances in their system, **unless they are able to provide documentation that such substances are needed due to their own medical condition and have been approved by the Medical Review Officer (MRO), who is contracted by the district for such services.**

Employees must, as a condition of employment, abide by the terms of this policy and notify the district of any criminal drug ~~statute~~ conviction for a violation occurring on district premises or while conducting district business off premises **with-in 24 hours of a conviction.**

~~Anyone~~ **Employees** violating this policy shall be subject to disciplinary action in accordance with **this policy, up to and including termination.** ~~established procedures.~~

Employees shall be given a copy of this policy and a copy of this policy will be posted on the district website.

1. ~~Employees are expected and required to report to work on time and in an alcohol and other drug free condition and to remain that way while at work.~~
2. ~~The District recognizes alcohol and other drug dependency as an illness and a major health problem. Employees needing help in dealing with controlled substances are encouraged to use the district's Employee Assistance Program. Conscientious efforts to seek such help will not~~

~~jeopardize an employee's job and self-referrals will not be noted in any personnel record. Supervisory referrals will be noted in the employee's personnel record.~~

- ~~3. Violations of the District's alcohol and other drug free workplace policy will result in disciplinary action up to and including termination, including possible legal consequences.~~
- ~~4. Employees must report any conviction under a criminal drug statute for policy violations occurring on or off district premises while conducting district business. A report of a conviction must be made within five days after the conviction to the Office of the Superintendent/designee. The Superintendent or designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug conviction involving an employee engaged in the performance of a federal grant.~~

Reference: Board Policy ~~and Rule 4221~~

Drug Testing: Reasonable Suspicion

All employees shall be required to undergo pre-employment drug testing as well as alcohol and drug testing any time the district has reasonable suspicion to believe that the employee has violated Policy 4221.

Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, while on duty, or prior to or while attending any district function on or off district property. The district's determination that reasonable suspicion exists will be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, smell, conduct and other characteristics of the employee. The employee will be suspended with pay until the results of a drug and/or alcohol test are made available to the district by the testing laboratory or tester.

When reasonable suspicion exists, two district employees who have undergone drug and alcohol signs and symptoms training must concur that reasonable suspicion exists to believe that the employee is in violation of the policy before the employee can be asked to submit to a test. If two symptom trained employees concur, the Office of Human Resources (HR) or its designee will meet with the employee to explain the basis for reasonable suspicion, and contact the drug testing collector to come to the location of the employee under suspicion. The employee under suspicion will be required to remain under observation by either administration staff or someone from HR until the certified tester arrives and tests the suspected employee.

Prior to submitting to a drug and/or alcohol test, the employee will be asked if they are under the influence of either drugs and/or alcohol. If the employee admits that they are under the influence of either drugs and/or alcohol, they will not be tested and will immediately be removed from their assignment and placed on an unpaid leave of absence. In the District's sole discretion, in lieu of termination from employment, upon such a disclosure, and on an unpaid leave of absence the employee will be required to enroll themselves into a treatment program at the district's choosing or of their own choosing. Enrollment must be done within five business days of the start of the unpaid leave of absence. Documentation must be provided to HR that the employee is enrolled in a treatment program. Upon successful completion of the program as notified by the program to the district, the employee may return to duty with the understanding that if a similar violation occurs again, that action may lead to additional discipline up to and including termination.

Before being asked to submit to an alcohol and/or drug test, the employee will receive written notice of the request and/or requirements from the certified tester and will sign a consent form releasing the results to the district. The district will incur all expenses related to the test.

Employees can refuse to undergo testing; however, refusal will be considered a violation of this policy and will be considered a positive test which will result in disciplinary action, up to and including termination.

When reasonable suspicion exists, the employee will not operate a motor vehicle for the remainder of the workday or until such time as permitted by the district, and the employee will be responsible for arranging transportation off District property. If an employee attempts to operate their own vehicle, district staff will notify the Kenosha Police Department (KPD) that they have reason to believe the employee is operating a vehicle under the influence.

If the district receives notice that the employee's drug test results were confirmed positive, the employee will be given the opportunity to explain the positive result to the Medical Review Officer (MRO). In addition, the employee may request a split test and have the sample retested at a laboratory of the employee's choice and at their own expense pending the sample being available from the original testing site.

All testing results will remain confidential. Test results may be used in administrative hearings and court cases arising as a result of the employee's alcohol and drug testing. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

In addition, employees must report any conviction under criminal drug statute for policy violations occurring on or off district premises while conducting district business within 24-hours of a conviction to the Office of Human Resources. The Superintendent or their designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug and/or alcohol conviction involving an employee engaged in the performance of a federal grant.

The district recognizes alcohol and drug dependency as an illness and a major health problem. Employees needing help in dealing with controlled substances are encouraged to use the district's Employee Assistance Program (EAP). Conscientious efforts to seek such help will not jeopardize an employee's job, and self-referrals will not be noted in any personnel record. Supervisory referrals will be noted in the employee's personnel record.

*Reference: Board Policy 4221 **and Rule 4221***

Tobacco and/or Vaping Device Use on District Premises

Smoking and the use of tobacco products and/or vaping devices in any form, including those with or without nicotine, is strictly prohibited for all persons on district premises. "Premises" is defined as all property owned by, rented by or under the control of the district, including grounds, schools, offices, work areas, school buses and other school vehicles.

Reference: Board Policy 1310

Employee Right to Know: Toxic Substances and Infectious Agents

The District shall strictly carry out state law provisions relating to the rights of employees to obtain information on toxic substances and infectious agents present in the workplace.

In addition to providing such information upon request of an employee or an employee's representative, the Superintendent of Schools and designees shall provide information concerning toxic substances and infectious agents and provide education and training programs to those employees who may routinely be exposed to toxic substances and infectious agents while at work.

Reference: Board Policy 4235

Employee Training and Professional Learning

The District values professional learning as a means for staff to acquire new knowledge and skills. As a condition of employment, employees may be required to participate in mandatory training or professional learning.

It is understood that career development and job skills acquisition are the joint responsibility of the employee, the supervisor and the employing department. Supervisors are expected to consult annually with employees to develop an appropriate professional development plan.

Participation by employees in development opportunities should be scheduled so that disruptions to the delivery of service and normal work processes are minimized.

Supervisors and employees are responsible for ensuring that any requirements specific to a particular position are met.

Mandatory Training

Employees must complete all mandatory training requirements by the designated due dates established by the Office of Human Resources. Employees will receive an email from the Office of Human Resources with their individualized training requirements and the dates those trainings need to be completed. If an employee does not complete their required training by the required due date, the Office of Human Resources will reach out to the employee's supervisor to arrange an extension. If the employee fails to complete the training as required after an extension has been granted, the Office of Human Resources may implement disciplinary action up to and including termination.

Examples of mandatory training are, but not limited to:

- Bloodborne Pathogens-EMC Version
- Bloodborne Pathogens Additional Information
- KUSD ALICE Refresher Training
- KUSD Employee Handbook
- WI(DPI)-Mandatory Reporting of Child Abuse & Neglect
- WI(DPI)-Mandatory Reporting of Threats of School Violence

SECTION 6: EMPLOYMENT SEPARATION

Termination of Employment by the District

An employee may be non-renewed or terminated for any reason supported by just cause. An employee will be given due process as required by law.

Reference: Wisconsin Statutes Sections 118.22 – 66.0509

Reduction in Force

When deemed necessary or appropriate, employees will be selected for reduction based on the needs and best interest of the District. Employees have no recall rights. In the event that positions are restored, employees may be rehired based on the needs and best interest of the District.

Employee Resignation/Retirement

Employee resignations/retirements shall be made in writing to the Superintendent of Schools and shall be in accordance with applicable individual contracts. Resignations shall contain a specified effective date and should include a reason for termination.

Resignations shall be approved by the Board of Education during school board meetings.

Employee's resignation/retirement date must reflect the last contracted workday. Employees cannot use vacation and/or sick days to extend their resignation date.

Instructional staff mid-year resignations/retirements shall be made in writing to the Superintendent no later than the end of the first semester, and no later than June 15 for end of the year resignations/retirements.

If a former employee is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes. This means that all prior vacation, sick bank and accrual provisions will be set to zero and the rehired employee will need to earn them in accordance with the applicable accrual charts based on zero years of service.

Retirement eligible employees are encouraged to meet with a Human Resources representative to discuss retirement benefit options.

Reference: Board Policy 4361

Teacher-Resignation Forfeiture for Certified Instructional Staff

~~Teachers under contract are required to provide, in writing, their desire to resign by June 15. Teachers who resign after June 15 and prior to the first teacher workday will pay a penalty of \$1000. Teachers who resign after the first teacher workday will pay a penalty of \$2500. Consideration may be given for extenuating circumstances.~~

All certified staff, who after having signed a contract of employment or having their contract of employment extended for the coming school year, leave their employment with the District for any reason except the employee's documented health related reasons (career ending), or documented health care related reasons where the employee is the primary caregiver shall be required to reimburse the Board in accordance with the following liquidated damages:

- a. If an employee provides written notice of their resignation/retirement, to be effective for the upcoming school year, before June 15, of the current school year no liquidated damages will be assessed.
- b. If an employee provides written notice of their resignation/retirement between June 16 of the current school year and the first day of the upcoming school year, \$1,000 in liquidated damages will be assessed.
- c. If an employee resigns/retires once the school year has started, \$2500 in liquidated damages will be assessed against that employee.

If monies are due to a teacher from the Board as of the last day worked, the liquidated damages amount may be deducted from any remaining paychecks as a payroll deduction(s).

The Office of Human Resources, in the sole exercise of its discretion, may waive the right to pursue collection of liquidated damages from an employee.

Medical Leave Separation

Employees who are unable to return to work following 12 months of medical leave as outlined herein shall retire, resign or will be involuntarily separated from the District. Resignations and retirements shall align with Policy 4361. Individuals who do not resign or retire in accordance with Policy 4361 will be involuntarily separated from the District upon the expiration of their approved medical leave.

Job Abandonment

If an employee fails to report as scheduled, or to contact their supervisor to report an absence, for a minimum of three consecutive working days, the District shall consider the employee's position abandoned and may treat the employee as having voluntarily resigned their position. If the District decides to treat the position abandonment as a voluntary resignation, the District shall notify the employee in writing that the employee is being treated as having voluntarily resigned as of the end of the last day worked.

Reference:

Wisconsin Statute Section 230.34

Board Policy 4280

SECTION 7: EMPLOYEE CONDUCT, CODE OF ETHICS AND DISCIPLINARY ACTION

General Rules of Conduct

Rules of conduct for employees are not for the purpose of restricting the rights and activities of employees but are intended to help employees by defining and protecting the rights and safety of all persons: employees, students and visitors.

General rules of conduct are essential to the safety and well-being of all employees. Employees are expected to acquaint themselves on additional departmental rules of conduct and regulations and all Board policies found on the District website.

Honesty is a core value in the district. Employee will not create any intentional inaccuracies verbally or on official district documents such as time sheets, job applications, student records, report cards, etc. Theft of time and/or improper modification of work records will be investigated and will result in disciplinary action up to an including recommendation for termination.

Disciplinary action or termination, depending on the severity of violation, will be recommended for violation of any of, but not limited to, the following listed rules:

1. Falsification or unauthorized altering of any and all records, employment application, time sheets, time cards, student cards, FMLA, etc.
2. Tardiness or absenteeism.
3. Failure to report absences from scheduled work shift in accordance with policy.
4. Unauthorized disclosure of information contained in communications and in personnel, student or other records of the District.
5. Use and/or possession of intoxicating beverages on District property or while supervising students.
6. Use and/or possession of narcotics or non-prescribed drugs.
7. Fighting, horseplay, or use of profane, obscene or abusive language toward any manager, employee or student.
8. Threatening, intimidating or coercing others on District premises.
9. Carrying unauthorized weapons.
10. Insubordinate conduct toward a supervisor.
11. Refusing to comply with District policies and procedures and/or carry out the instructions of a supervisor.
12. Sleeping while on duty.
13. Creating unsafe or unsanitary conditions.
14. Leaving the job without permission during regularly assigned working hours.
15. Theft or unauthorized use of District equipment or possessions.

16. Loss, damage, destruction or unauthorized removal or use of property belonging to the District, employees or students.
17. Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
18. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
19. Engaging in acts of sabotage; willfully or with gross negligence causing destruction or damage of District property, or the property of fellow employees, students or visitors, in any manner.
20. Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.
21. Any act of harassment, sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.
22. Soliciting during working hours and/or in working areas; selling merchandise or collection of any kind for charities or other organizations without authorization during business hours or at a time or place that interferes with the work of another employee on District premises.
23. Gambling during work hours.
24. Touching students or coworkers in any manner that could be interpreted as unwelcome, unwanted, or uncomfortable.
25. Providing false statements to your supervisor or during an investigation.

Student Relationships Staff-Student Relationships and Professional Boundaries

~~All District employees will recognize and respect the rights of students, as established by local, state and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Employees must conduct themselves in ways that do not distract from or disrupt the educational mission and services provided by the District. Employees shall maintain appropriate employee-student relationships and boundaries based on a reasonably prudent educator standard. All district personnel will refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation which includes texting or message exchanges via web applications. Employee will not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.~~ **The District's expectation is that a staff member's interactions with students will be grounded in the staff member's District-authorized role and remain consistent with the scope of the staff member's assigned duties and responsibilities. The District recognizes that the vast majority of staff members maintain appropriate relationships and boundaries in their own interactions with students. However, one purpose for identifying rules, guidelines, and standards in written policy is to assist such staff in identifying potentially inappropriate conduct by others that should be reported for further investigation or supervisory follow-up.**

It is not practical to establish an exhaustive list of rules that expressly define appropriate and inappropriate conduct in all situations. Staff-student relationships may become inappropriate depending on, for example, the frequency, timing, or location of any meetings, activities, or

communications between the staff member and a student, and/or due to the specific nature, purpose, or subject matter of any meetings, activities, communications, or other conduct. The consent or purported consent of the student and/or their parent or guardian does not alone determine whether a staff member has maintained appropriate boundaries.

If no law, rule, or directive supplies a rule of conduct in a particular situation, District staff are expected to exercise sound and context-sensitive judgment and, as needed, seek input and guidance from a supervisor. The following are examples of conduct that constitute an inappropriate staff-student relationship and/or a failure to maintain appropriate staff-student boundaries:

1. No staff member may engage in a relationship, interaction, or communication with a student that is sexual or romantic in nature. This includes, but is not limited to: dating, making sexual or romantic advances toward a student, accepting or encouraging any sexual or romantic advance initiated by a student, having sexual contact with a student, or communicating with a student using sexual innuendo or in a sexually-explicit or sexually-suggestive manner.
2. No staff member may engage in grooming behaviors with any student. In this context, grooming is defined as any conduct or communication that fosters, exploits, or is intended to gauge a student's vulnerability or willingness to engage in inappropriate behavior. Grooming may involve a course of repeated or escalating conduct that normalizes inappropriate conduct from a student's perspective or otherwise desensitizes a student to inappropriate behaviors.

Grooming often involves but is not limited exclusively to sexual contexts. Examples of conduct that can constitute grooming include:

- a. Singling out a student for inordinate and inappropriate special attention, which may include exchanging special gifts, arranging to meet or communicate at inappropriate times or locations or without a sufficient school-related purpose, or making sexually-suggestive or otherwise inappropriate comments about the student's body or appearance.
 - b. Engaging in expressly or implicitly sexualized communication, including exchanging information about a student's or an adult's sexual experiences or communicating other sexual content or sexual subject matter.
 - c. Stating or agreeing that any inappropriate conduct or communications between the staff member and a student will be secrets or confidences that should not be shared or disclosed to others.
 - d. Using threats, bribery, fear, intimidation, harassment, embarrassment, or guilt to encourage secrecy in the relationship or to facilitate the start or continuation of inappropriate conduct or an inappropriate relationship.
3. No staff member may engage in any activity, conduct, or communication that constitutes, encourages, or invites either unlawful conduct or conduct that would unreasonably endanger the safety or well-being of any person.

The following expectations are necessarily context-sensitive and require staff members to reasonably exercise judgment and discretion in particular circumstances in order to maintain appropriate boundaries with students:

1. Staff shall not engage with students in inappropriately peer-like social relationships via activities or communications that reasonably may compromise the staff member's ability to perform their District role, including their ability to serve as an effective and objective adult authority figure.
2. Staff shall not foster, encourage, or maintain relationships with students in which there is an inappropriate level of communicative, interpersonal, or emotional intimacy that reasonably may compromise the staff member's ability to perform their District role, including their ability to serve as an effective and objective adult authority figure, even though there may be no sexual or romantic aspect to the relationship.
3. Staff shall appropriately limit their physical contact with students. For example, staff are expected to avoid physical contact with students that, taken in context, a reasonable person would be likely to perceive as suggestive of romantic/sexual interest or involvement, or as inappropriately familiar or intimate.

If a staff member identifies a situation that could potentially be perceived as a failure to maintain appropriate boundaries with one or more students, but believes that the activity, communication, or conduct would, in fact, be appropriate under the specific circumstances, the appropriate course of action is for the staff member to obtain advance permission from a supervising administrator and, when practical, advance parental consent.

If a District staff member is approached by a student with or otherwise learns of a possible student problem or concern that is outside of the District staff member's scope of responsibility, the staff member is expected to refer the matter to or connect the student with the appropriate District resource(s). If the staff member is uncertain which District resource(s) would be appropriate in the situation, the staff member should contact the Chief of School Leadership or Chief of Human Resources, who serve as the Title IX Coordinators for the District.

Reference: Board Policy 4227

Employee Code of Ethics

Employees shall give their support to the education of Kenosha youth and shall faithfully discharge their professional duties to the District in accordance with the official job description pertaining to their individual assignments.

Channels of communication shall be in accordance with the policies, procedures, rules and regulations of the District.

Employees shall use confidential and privileged information appropriately and with respect for the rights of individuals. Confidential and/or privileged information shall not be used for personal gain or to the detriment of the District.

Employees who choose to engage in any remunerative activity other than that of their position shall avoid any activity that interferes with the execution of the responsibilities of their District position.

Employees shall not solicit or receive anything of value that involves an expressed or implied advantage or influence on any District judgment or decision.

Any complaint about the ethical behavior of an employee or a request for an investigation into the conduct of any employee shall be presented to the superintendent of schools and shall bear the signature of the person making the request.

Employees found in violation of this code may be subject to suitable corrective or disciplinary action.

Reference: Board Policy 4224

Employee Discipline

Employees shall abide by District policies and procedures, applicable rules and regulations, local, state and federal laws and regulations, and the expectations set forth in employee position specifications.

It is the responsibility of the District's administrators and supervisors to discipline employees for violations of District policies and procedures, applicable rules and regulations and the expectation set forth in the position specifications.

Discipline will follow the procedures outlined in the Progressive Discipline/Termination Procedures when appropriate and will not be imposed without just cause. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate. Steps in the progressive discipline progress may be skipped when warranted by the nature of the infraction. Discipline should be imposed only after a thorough investigation sufficient to determine the facts.

Employees who have been disciplined have access to the general employee complaint procedure in Policy 4270 – General Employee Complaints.

Reference:

Board Policy and Rule 4362

Board Policy 4270

Progressive Discipline/Termination Procedures

The District may adhere to the following progressive discipline/termination procedures. If problems with performance cannot be resolved informally, there is a four-step disciplinary process that may be followed. There may be circumstances when one or more steps are bypassed. Certain types of conduct are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The District reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Note: In certain situations, administrative approval may be obtained to place an employee (instructional staff) on administrative leave with pay until a decision is made concerning the appropriate response and/or corrective action

STEP 1 – VERBAL REMINDER

The verbal reminder is a conversation between the supervisor and employee. During this meeting, the problem is identified along with performance expectations. At this time, the employee is asked to make a commitment to resolve the problem. A memo summarizing the discussion will be placed in the employee's personnel file and a copy will be given to the employee.

STEP 2 – WRITTEN REMINDER

If the employee fails to meet the commitment given in the verbal reminder meeting, the supervisor and employee meet again to discuss why the performance objective has not been met. After the meeting, the supervisor summarizes the conversation in a written memo. A copy is given to the employee and a copy is placed in the employee's file.

STEP 3 – DISCIPLINARY ACTION

If the employee has failed to correct the performance deficiency, the supervisor should contact the Office of Human Resources for a discussion with the employee. After the conversation, disciplinary action may be imposed, up to and including suspension, at the discretion of the Superintendent per the recommendation of the Office of Human Resources.

STEP 4 – INVOLUNTARY SEPARATION (TERMINATION OF EMPLOYMENT)

If the employee does not meet their performance expectation they may be subject to separation. The supervisor will work with the Office of Human Resources to discuss possible separation. Involuntary separation requires review by the Superintendent. After separation, the employee is entitled to due process as defined in the employee complaint/grievance procedure.

The Office of Human Resources will consult with the supervisor regarding the appropriate procedures and documents to be used in the process.

Employee Complaint (Grievance) Procedure

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. ~~Grievance rights apply to FTE employees only.~~

1. DEFINITIONS

- a. **Days** as used in this policy is defined as any day that the district is open.
- b. **Employee Termination** as used in this policy section shall not include the following:
 - Layoffs;
 - Workforce reduction activities;
 - Voluntary termination including, without limitation, quitting or resignation;
 - Job abandonment;
 - End of employment due to disability, lack of qualification or licensure or other inability to perform duties;
 - Retirement; or
 - Any other cessation of employment not involving involuntary termination.
- c. **Employee discipline** as used in this policy shall include any employment action that results in disciplinary action, which typically involves any **of the following** four steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.

Employee discipline as used in this policy shall not include the following:

- Plans of correction or performance improvement;
- Performance evaluation or reviews;

- Documentation of employee acts and/or omissions in an employment file;
 - Administrative suspension with pay pending investigation of alleged misconduct or nonperformance;
 - Non-disciplinary wage, benefit or salary adjustments;
 - Other non-material employment actions;
 - Counseling meetings or discussions or other pre-disciplinary action; or
 - Demotion for reasons other than discipline, transfer or change in assignment
- d. **Workplace safety** as used in this section means any alleged violation of any standard established under the state law or rule or federal law or regulation relating to workplace safety.

2. **TIME LIMITS**

Failure of the employee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied. The employee may advance a grievance to the next step of the process if a response is not provided within the designated timeframes. The Office of Human Resources may advance a grievance to the next step at the request of either the employee or the employee's supervisor.

3. **PROCEDURE**

- a. **Informal grievance resolution:** The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.
- b. **Formal grievance submission:** The employee must file a written grievance with the Superintendent (or designee) within 10 days of termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain the following:
- Name of grievant;
 - A statement of the pertinent facts surrounding the nature of the grievance;
 - The date the alleged incident occurred;
 - The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
 - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
 - The specific requested remedy.
- c. **Administrative response:** The Office of Human Resources (or designee) will meet with the grievant within 10 days of receipt of the written grievance. The administration will provide a

written response within 10 days of the meeting. The administration's written response to the grievance must contain the following:

- A statement of the date the meeting between the administration and grievant was held;
- A decision as to whether the grievance is sustained or denied; and
- In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

- d. **Impartial hearing:** The grievant may file an appeal to the Impartial Hearing Officer (IHO) by giving written notice to the Superintendent within five days of the issuance of the Administrative Response. Depending on the issues involved the hearing officer will determine whether a hearing is necessary unless a hearing is required under the procedures established by the District in a different applicable policy. The administration will work with the IHO and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The administration shall select the IHO. The IHO shall not be an employee of the District. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator or other qualified individual. The cost of the IHO will be the responsibility of the District.

Standard of review: The IHO will adhere to specific guidelines set forth by the District regarding hearing procedures. The rules of evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the administration was supported by just cause. If the decision was supported by just cause, then the IHO is required to find on behalf of the administration.

IHO Response: The IHO shall file a written response within 30 days of the hearing date or the date of the submission of written documents.

The IHO's written response to the grievance must contain the following:

- A statement of the pertinent facts surrounding the nature of the grievance.
- A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
- A statement outlining the timeline to appeal the decision to the School Board.
- The IHO must sustain or deny the decision of the administration. The IHO has no authority to modify the administration's decision and may not grant in whole or in part the specific request of the grievant.

- e. **Review by the School Board:** The non-prevailing party may file a written request for review of the IHO's decision by the School Board within 10 days of receipt of the IHO Response.

The School Board shall not take additional testimony or evidence; it may only decide whether the IHO reached decision supported by just cause based on the information presented to the IHO. The School Board will record and make a decision. A written decision will be made within 30 days of the filing of the appeal.

The School Board's written decision regarding the grievance must contain the following:

- A decision as to whether the grievance is sustained, denied or modified.
- The School Board shall decide the matter by a majority vote and the decision of the School Board is final and binding and is not subject to further review.

f. **General requirements:**

- Grievance meetings/hearings held during the employee's off-duty hours and will not be compensated.
- Granting the requested or agreed upon remedy at any step in the process resolves the grievance.

Reference: Board Policy 4271

Staff Gifts

Collection of funds from students and/or their parents through organized solicitation on school property for the purpose of purchasing gifts for teachers or other District employees is prohibited during school hours. Parent or student groups collecting any such funds should do so outside of school hours.

Use of class time for the presentation of gifts to school personnel shall be discouraged.

Reference: Board Policy 4240

Staff Misconduct Reporting

Any employee who has engaged in specific misconduct shall be reported to the State Superintendent of Public Instruction. The District's Superintendent of Schools or designee shall make such reports in accordance with state law and established procedures. If a report concerns the Superintendent, the Board President shall file the report.

Reference: Board Policy 4223

Leadership Called Meetings

Employees are expected to attend all established staff meetings and professional learning opportunities as it relates to District/school mission and goals, unless otherwise notified by a supervisor.

Teacher Planning and Collaboration Time

~~The teacher planning and collaboration will be valued and respected as an important component of the instructional process.~~ **The District believes that preparation time for teachers is important for planning and collaborating within their building. Therefore, it is the expectation that building principals, working with the teaching staff, identify regularly scheduled preparation time for all teaching staff. Given the variance in building programs, the time may not be exact from building to building. Additional information regarding collaboration time may be found on the School Leadership website: <https://www.kusd.edu/wp-content/uploads/2023/04/CTPL-FLIER-2023.pdf>**

Violence in the Workplace

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the district has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on District premises.

All employees are to be treated with courtesy and respect at all times. Employees are prohibited from fighting, "horseplay," spreading rumors or other conduct that may be dangerous to others. Except to the extent allowed by law, firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a student or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors or other members of the public. When reporting a threat of violence, the employee should be specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. No employees should place themselves in peril.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Reference: Board Policy 4112

Employee Information Boards

The District maintains bulletin boards for the purpose of posting official District communications. No employee or non-employee may post anything on the official District bulletin boards. No posting may be removed, rearranged, altered, or otherwise obscured except with the express permission of the Office of Human Resources.

Anti-Graffiti

Unauthorized graffiti on District property and equipment degrades the work environment for all employees and students, is costly to remove, and exposes the District to potential liability. Additionally, the unauthorized creation of graffiti may be a criminal offense.

For the purpose of this document, "graffiti" means any inscription, word, figure, drawing or design which is marked, scratched, etched, drawn or painted with any substance, including, but not limited to, paint, ink, chalk or lead on any District property or the property of any other person or entity located on District premises.

No employee shall create graffiti on, or otherwise deface, any District property or equipment, or the property or equipment of any other person or entity located on District premises, without the District's authorization.

Any employee found to be in violation may be subject to discipline up to, and including, termination.

Any employee who creates graffiti which is of a sexual or pornographic nature, or which references a person's or group of persons' protected status, such as sex, color, race ancestry, religion, national origin, age, physical or mental handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record or other protected group status, shall be subject to discipline of no less than a three-day suspension up to discharge.

Employees in violation of this document may also be subject to prosecution under applicable criminal laws. Any employee who observes, or has knowledge of, anyone violating this policy shall immediately report such information to the Office of Human Resources or their supervisor or shall be subject to discipline.

Any employee who observes graffiti on District property shall immediately report such graffiti to the Office of Human Resources or their supervisor so that the graffiti can be promptly removed.

Searches

Consistent with applicable law, searches may be conducted at any time either with or without notice. The District may inspect both District property and employee property, including but not limited to desks, computers, lockers, file cabinets, storage cabinets, or drawers and closets. District employees should not have any expectations of privacy in these areas. Additionally, consistent with applicable law, employee clothing, purses, brief cases, tote bags, lunch bags or buckets, backpacks, duffel bags, tool boxes and employee vehicles parked on District property may be inspected.

EMPLOYEE ACKNOWLEDGEMENT

Employees must acknowledge receipt and review of the Kenosha Unified School District Employee Handbook. The handbook is accessible via the District's intranet. The intranet is accessible on the District website under the staff button.

My signature below indicates I agree to read the Employee Handbook and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the Board Policies. The Employee Handbook and Board Policies can be found online via the District's website and intranet. The information in this Handbook is subject to change. I understand the changes in the District policies may supersede, modify or eliminate the information summarized in this handbook. As the District provides updated policy information, I accept responsibility for meeting and abiding by the changes.

I understand that the Handbook does not constitute an employment contract or alter my status as an at-will employee. This is only applicable to the employees who do not possess an individual contract. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform the Office of Human Resources and my supervisor of any changes in my personal information, such as phone number, address, etc. These personal data changes may be updated using Employee Online.

I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form acknowledges that I agree that I am legally responsible for any fines or fees charged to the District incurred by me (an example may be traffic citation, e.g. parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflict with any provision of the Handbook, the contract shall govern with respect to that issue.

Printed name

Signature

Date

**Kenosha Unified School District
Kenosha, Wisconsin**

September 24, 2024

HEAD START SEMI ANNUAL REPORT

The purpose of this report is to ensure community and School Board awareness of the progress of the Kenosha Unified Head Start Program. This is an informational report provided every six months. Head Start is defined as a program that works with the most identified at-risk three and four year-old children and their families.

The Head Start Program has the capacity to serve 389 enrolled children. Three hundred thirty of these children are funded through the Federal Head Start Grant. Fifty-nine are funded through the State Head Start Supplemental Grant.

All Head Start programs are structured through a common framework with the following components: Program Design and Management, Family and Community Partnership, and Early Childhood Development and Health Services. This report will summarize activities in each of these components from January 2024 through June 2024.

PROGRAM DESIGN AND MANAGEMENT

The program design and management component of Head Start ensures strong, effective organizational management for the program. Activities over the past six months include:

- The Head Start Policy Council approved the Federal Head Start Grant Application for the 2023-2024 school year on March 18, 2024.
- The KUSD Head Start Policy Council approved the Federal Cost of Living (COLA) grant award on May 20, 2024 for the amount of \$60,840. No application was required by Head Start.
- The Kenosha Unified School Board approved the Federal Head Start Grant for the 2024-25 school year on March 26, 2024. The amount of the grant award is \$2,620,247.
- The Kenosha Unified School Board approved the acceptance of the Federal Cost of Living (COLA) grant application on May 28, 2024. The amount of this award is \$60,840. This award will be added to the base grant in 2024-2025.
- The Head Start Policy Council approved the State Head Start Supplemental Grant for the 2024-25 school year on April 17, 2023.
- The Kenosha Unified School Board approved the State Head Start Supplemental Grant for the 2024-25 school year on May 28, 2024. The amount of the grant award is \$323,866.

- The Head Start Management Team completed the Federal Head Start continuing grant application. Head Start Region V sent the notice of award in July 2024. The 2023-2028 grant has two goals:
 - Increase the social-emotional competence of children to ensure success in kindergarten.
 - Partner with families to ensure they have the knowledge and skills to be advocates for their children's education.
- Performance standards are the requirements mandated by Head Start, which is a federally funded program. Program policies and procedures show how Kenosha Unified School District Head Start meets those standards.
- According to needs identified in the KUSD Head Start Community Assessment update completed in 2023, and to meet the 45% of federally funded full-day enrollment expectations for the 2024-25 school year of, the full-day Head Start program consisted of 160 of the total 356 students. Enrollment in the full-day Head Start elementary school classes was 100% Head Start children, changing the previous practice of blending 4K and Head Start children in the same classroom. The half-day program continued to enroll 4K and Head Start children in the same classroom. Five sites housed the full-day programs: Bose Elementary, Brass Elementary, Frank Elementary, EBSOLA-CA and Chavez Learning Station. Many families were interested in this full day program and classes were fully enrolled throughout the entire school year.

Enrollment

In December 2023, enrollment met federal requirements of 330 students, and enrollment continued to increase to a cumulative 356 students in May 2024. Forty-two students withdrew from the program throughout the school year. Ten of those children were in the program less than 45 days. The primary reasons for students withdrawing were due to their families moving out of the area, parents choosing to move to their boundary school which had no Head Start program, transportation issues, or lack of attendance. There were 115 students enrolled in Head Start for a second year. There are 251 students leaving Head Start and entering kindergarten in the fall of 2024. An additional full-day class was added at Chavez Learning Station due to high demand based on the update to the Community assessment and the number of students on the waiting list for full day placement. At the end of the program year, there were 88 students on the waitlist for Head Start placement. The majority of these students were 3 years old by September 1, 2023.

On September 1, 2024, 309 students had been enrolled into the KUSD Head Start program for the 2024-25 school year as compared to 279 at the same time last year. Families will continue to be recruited to participate in Head Start throughout the school year. It is expected that all 389 Head Start spots will be filled before the end of the school year. The enrollment progress will be monitored through the monthly HS22 reports that are provided to the Head Start Policy Council and School Board.

The Update to the Community Assessment completed in February 2024 revealed that most families learn about the KUSD Head Start program through word of mouth. In response to this data, rather than advertising the program on billboards, Head Start staff was supplied with tee-shirts advertising the program to wear at home visits and community events. Additionally, Head Start bumper stickers for families and staff as well as large magnets were printed for the two Head Start vehicles. Furthermore, Head Start staff set up informational tables at most elementary end of the year celebrations to connect with potential Head Start families. KUSD Head Start also collaborates closely with the KAC Early Head Start program in Kenosha, transitioning most of their participants to Head Start classes when they reach the age of three by September first. Currently, many registration calls are made to Chavez on a daily basis. A majority of the registration requests are for three-year old children and parents prefer full-day programming. The trend of having a large number of three-year old registration requests has continued for the past couple of years. Students and families greatly benefit from participating in the program for more than one year. These benefits include having early access prior to kindergarten to high-quality interventions for the students with behavior, speech and language and other learning needs. Full-day enrollment also continues to draw many families, as full-day programming continues to be a need for our families in the community. When a child is withdrawn from the program, another child is immediately placed in the classroom from the waiting list.

- **Sites and Services**

Head Start was located at the following locations for the 2023-24 school year: Bose Elementary, Brass Community School, Chavez Learning Station, EBSOLA-CA, Frank Elementary, Grewenow Elementary, Jefferson Elementary, McKinley Elementary, Strange Elementary, and Vernon Elementary. There were a total of 32 classroom sessions that enrolled Head Start students. Nine of these classrooms were full day sessions, eight were half-day sessions (having both AM and PM sessions) and two were half-day sessions (with only AM sessions). These sites offer services to families who live within their school boundaries. Chavez Learning Station provides services to families whose boundary school does not have Head Start classrooms within them.

Head Start Locations 2023-2024	
Two Sessions (AM and PM)	
Bose Elementary School	1 classroom: full day
Brass Community School	1 classroom: full day
	1 classroom: half day
Cesar Chavez Learning Station	4 classrooms: full day
	1 classroom: half day
EBSOLA – CA	1 classroom: full day
	1 classroom: half day
Frank Elementary School	1 classroom: full day
	1 classroom: half day
Jefferson Elementary School	1 classroom: half day
McKinley Elementary School	1 classroom: half day

Curtis Strange Elementary School	2 classrooms: half day
Grewenow Elementary School	1 classroom: half day
Single Session	
Vernon Elementary School	AM only 1 classroom

FAMILY AND COMMUNITY PARTNERSHIP

The family and community partnership component of Head Start focuses on strengthening families through connecting school and home, and strengthening community awareness, collaboration, and family outreach. During the 23-24 school year, 144 families contributed to the Head Start program through volunteer and in-kind hours. The goal of parent and family engagement is to build strong and effective partnerships with families that can help children and families thrive. Key actions that contribute to reaching this goal include:

- **Family Partnerships**

In KUSD's Head Start program, Family Service Providers are asked to develop a family partnership with each of their families using the Parent/Family Community Multi-tier System of Support. During the 2023-24 school year, 100% of our Head Start enrolled families completed a family partnership agreement and set goals for their family. There were 141 two-parent families and 224 single-parent families. Two hundred fifty-six families had at least one parent employed. Five parents/guardians were either in job training or in school to earn a degree.

Three hundred thirty-three families received services in their area of need. The areas of most need included immediate needs for food, clothing or shelter, housing assistance, job training, adult education programs, health education, and parenting education. One hundred thirty-three families received assistance for immediate needs for clothing, food or shelter. Many families participated in Holiday House, The Giving Circle, ELCA Outreach, or other community resources receiving winter coats and holiday gifts.

Sixty families experienced homelessness during this program year, which included 66 children. This is an increase of 14 families as compared to the previous year, and 26 more than two years ago. Forty-six of these families acquired housing during this enrollment year. Twenty-three were in foster care. Twenty-seven families received Mental Health services. One hundred eighteen families participated in parenting curriculum training. Three hundred twenty-seven families participated in discussing screening and assessment results.

Head Start strives to include fathers in their children's experiences. Ninety-seven fathers participated in the family assessment and goal activities. One hundred sixty fathers participated in home visits, conferences and other family outreach activities.

- **Providing Family Support**

Family service providers work to develop relationships with Head Start parents while providing support for their physical, social, and educational needs. To increase parent understanding of child development, three research-based parenting programs were

offered during this school year at Chavez Learning Station including a six-week course called Circle of Security coordinated by the Family Service coordinator in partnership with the Professional Services Group (PSG), Positive Solutions for Families, and Triple P- Positive Parenting at Chavez Learning Station. During the 23-24 school year, a total of 118 families participated in one or more of these research-based parenting programs offered at Chavez Learning Station. The Pumpkin Science Night and the Cinnamon Roll with a Role Model breakfast at Chavez Learning Station engaged parents with the Pyramid Model, which is used in all Head Start classrooms to teach children social and emotional skills. Prevention Services Network (PSN) provided parents with training on working with children with challenging behaviors. In addition to parenting curriculum programs, the University of Wisconsin Extension provided training in mental health and wellness, nutrition, and budgeting.

Three Spanish speaking Family Service Providers also supported Spanish-speaking families by providing translation support during home visits and parent-teacher conferences. These activities promote the Head Start foundational belief that children are most successful when parents participate in their education. Both English speaking and non-English speaking Head Start families have this opportunity. One hundred twenty-eight children enrolled in the Head Start program were considered “dual-language learners.” The Update to the Community Assessment completed in February 2024, demonstrated a sharp increase in Spanish-speaking Head Start families over the course of the last three years indicating a need to seek additional ways of engaging Spanish speaking families and providing effective bilingual education and language support opportunities for Head Start students.

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES

Early Childhood Development and Health Services are designed to ensure that every Head Start child is healthy and receives a quality educational experience that is reflective of best practice. Activities for the past six months include:

- **Health Services**

Head Start Performance Standards require that every Head Start child have multiple health assessments to ensure that the child is healthy enough to learn. Children/families that are accepted into the Head Start Program and do not have these health assessments receive support to guarantee these assessments can occur within the first ninety days of the program. The Kenosha Community Health Center (KCHC) continues to offer services for Head Start children to receive these required exams and follow up treatment. At the time of enrollment only 75 students were up-to-date on a schedule of age-appropriate preventive and primary health care. By the end of the 23-24 school year, 263 students were up-to-date on age-appropriate preventive and primary health care. This is an increase of more than 250%.

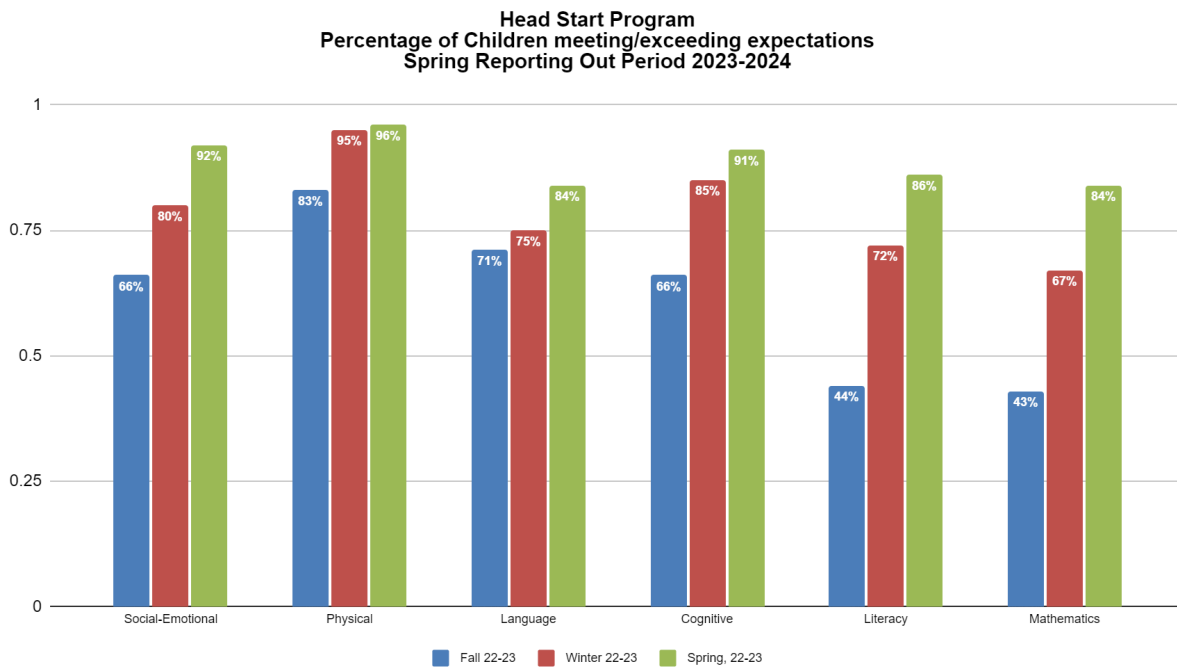
Health data from the 2023-24 school year indicates:

- 96% of children have a medical home. A medical home is when a family has a specific doctor to go to for their medical needs. This is an increase of 4% from last year.
- 91% of children have health insurance.
- 80% of Head Start children have an up-to-date physical. To ensure children's health needs are being met, Head Start requires all students to engage in proactive healthcare measures required through the Early and Periodic Screening and Diagnostic Testing (EPSDT) of the State of Wisconsin. This is an increase of 14% from the 22-23 school year.
- 90% of children are up to date with immunizations. This is a 1% decrease from last year. There were 14 children with immunization waivers included in this percentage.
- 89% of children have a dental home. A dental home is when a family has a specific dentist to go to for their dental needs. This is a 5% increase over last year.
- 89% of children have an up to date dental exam. This is an increase of 22% from last year. The KCHC Seal a Smile program was greatly increased during the 23-24 school year and provided needed exams to many KUSD Head Start children.
- At Enrollment during the 23-24 school year, 15 children were reported to be underweight, 66 children were overweight, 70 children were considered to be obese, and 231 children were at or above the 5th percentile and below the 85th percentile for the child's age and sex at that time.

Head Start has partnered with the University of Wisconsin Extension to provide nutrition classes for students. During these classes, students were provided with healthy options for snacks and nutrition information. Our Head Start nurse also works with families to connect them with both health care providers and health information to address overweight and obesity concerns with the children. The school district has also revised early education breakfasts to reduce the portion sizes thus better meeting the needs of our youngest students.

- **Student Achievement**

The Kenosha Unified Head Start Program reports student progress three times per year using Teaching Strategies GOLD™. School Readiness Outcomes (reported for 353 children) for Spring, 2023-2024 are summarized below.



As evidenced by the graph, the most significant areas of improvement from Fall to Spring are Literacy (42% increase in children meeting or exceeding expectations from Fall to Spring) and Math (41% increase). Last year, the most significant areas of improvement were Literacy and Math. The highest area of achievement for Spring is Physical Development. This continues the trend from the first reporting out period and from this time for the last four years.

Social and Emotional Development

Children will engage in and maintain positive peer relationships and interactions including cooperation and resolving conflicts (ELOF Goal: P-SE3,4,5).

Spring, 2023-2024 report: 89% of children are meeting/exceeding expectations for this goal (compared to 68% in the fall).

Language and Literacy

Children will demonstrate understanding of narrative structure and information from the content. (ELOF Goal: P-LC3,4,5).

Spring, 2023-2024 report: 87% of children are meeting/exceeding expectations for this goal (compared to 81% in the fall).

Cognition

Children will identify, describe, compare, and compose shapes. (ELOF Goal: P-MATH9,10).

Spring, 2023-2024 report: 80% of children are meeting/exceeding expectations for this goal (compared to 59% in the fall).

Perceptual, Motor, and Physical Development

Children will demonstrate use of small muscles for purposes such as using utensils, self-care, building, writing, and manipulation (ELOF Goal: P-PMP3).

Spring, 2023-2024 report: 91% of children are meeting/exceeding expectations for this goal (compared to 88% in the fall).

Dr. Jeffrey Weiss
Superintendent of Schools

William Haithcock
Chief of School Leadership

Michelle Santelli
Regional Coordinator of Leadership
and Learning/Elementary

Rhonda Lopez
Principal of Chavez/Head Start

**Kenosha Unified School District
Kenosha, Wisconsin**

September 24, 2024

THEATER ARTS ACCOUNTS - HIGH SCHOOL

Background

Kenosha Unified School District has traditionally allocated \$30,000 to each comprehensive high school's theater arts accounts for production costs and capital items to support each program. Each high school has previously managed their own budgets, but there has frequently been support needed from the centralized Fine Arts Department due to their production expertise and the nature of purchasing unique items under tight timelines such as costumes for individual productions. Building principals have been grateful for the support and welcome any efforts to streamline the process.

Recommendation

Administration recommends that the Board of Education approve moving \$30,000 from Indian Trail High School and Academy, Bradford High School, and Tremper High School's discretionary budgets into the centralized Fine Arts budget. The Coordinator of Fine Arts will be responsible for managing this budget and ensuring that each comprehensive high school theater program will continue to be allocated \$30,000 in each fiscal year.

Dr. Jeffrey Weiss
Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Mrs. Wendy Tindall
Chief Academic Officer

Mr. Scott Plank
Coordinator of Fine Arts

Ms. Amy Franz
Purchasing Agent

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**Kenosha Unified School District
Kenosha, Wisconsin**

September 24, 2024

POLICY AND RULE 5531–EMERGENCY CARE

Background

School Board Policy and Rule 5531 (Emergency Care) was originally approved in August of 1991, and most recently revised in February of 1998. Since that time there has been a shift in our guidance for district response to emergency care procedures within the school setting. Current KUSD policy on emergency care does not align with current recommendations from the Wisconsin Department of Public Instruction, the National Association of School Nurses, or the Wisconsin Public Health Association. These professional medical agencies have provided recommendations for school district policies on emergency care procedures based upon current research.

The proposed revisions to School Board Policy and Rule 5531 are based upon:

- Recommendations from professional medical agencies; and
- Collaboration among KUSD School Nurses, Kenosha County Public Health Nurses, and KUSD Special Health Needs Nurses.

Recommendation

Administration recommends that the Board of Education grant approval to revise Kenosha Unified School District Policy and Rule 5531 – Emergency Care as a first and second reading on September 24, 2024.

Dr. Jeffery Weiss
Superintendent of Schools

Mrs. Wendy Tindal
Chief Academic Officer

Ms. Stacy Guckenberger
Director of Special Education and Student Support

POLICY 5531
EMERGENCY CARE

~~The District shall provide for emergency care services. Each principal is responsible for establishing policies and procedures regarding emergency care in the building and during school-sponsored activities, including the designation and training of individuals to provide first aid. These policies and procedures will be developed with the assistance of school nurses and medical advisors where needed. Emergency care policies and procedures shall be consistently implemented and properly posted.~~

~~Emergency medical information cards shall be completed for each student and employee in the District. This information shall be maintained and disclosed in accordance with laws and regulations governing the confidentiality of student and personnel records.~~

~~First aid kits, personal protective equipment and other medical supplies necessary for providing emergency care services shall be maintained in each school and shall be readily accessible during school-sponsored activities. Records shall be maintained of all accidents and emergency care services rendered.~~

~~Emergency nursing services shall be reviewed annually.~~

Emergency Care services for the Kenosha Unified School district shall be provided in cooperation with the Kenosha County Public Health Department. Emergency Care services shall be available during the school day and during all school-sponsored activities for students, including summer school, fieldtrips, athletic events, and other co-curricular and extra-curricular activities.

To ensure the provision of an appropriate emergency care services program:

- 1. The District shall contract for the services of one or more registered nurse(s) knowledgeable and skilled in emergency nursing care whose responsibilities for the District shall include the nursing-related duties identified in this policy. The Director of Special Education and Student Support and the building Administrator shall serve as the primary administrative contact for the contracted nurse(s).**
- 2. The District shall arrange for a physician to serve as the District's medical advisor for the emergency care services and in connection with handling other significant student and school health concerns. The Director of Special Education and Student Support serving the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.**
- 3. Taking under consideration any recommendations that are provided by a registered nurse serving the District, the District shall make available the equipment and supplies necessary for providing emergency care services in the District.**
- 4. The Building Administrator or a designee shall ensure that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.**
- 5. In consultation as needed with a registered nurse serving the District, the Building Administrator or an administrative-level designee shall assign direct responsibilities to**

POLICY 5531
EMERGENCY CARE
Page 2

appropriate school personnel related to the provision of emergency care and other health-related services. The building principal of each school shall always be among the designated staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As used in District policy, the term “site-based first responder” is a local term that should be not equated with a “certified first responder” under state law.

LEGAL REF.: Wisconsin Statutes

Sections: 118.07(1) First aid kit required
118.125 Confidentiality/maintenance of student records
118.29 Medication administration by school personnel
121.02(1)(g) Emergency nursing services standard
Chapter 19, Subchapters II & V Public record law; personally identifiable
information]
PI 8.01(2)(g) Wisconsin Administrative Code Emergency nursing services
policy/procedure requirements]

CROSS REF.: 4260 Personnel Records

5533 Communicable Disease Control
5534 Administering Medication to Students
Emergency Safety and Preparedness Manual
District Exposure Control Plan

AFFIRMED: August 13, 1991

REVISED: January 23, 1996
February 10, 1998
October 22, 2024

RULE 5531
EMERGENCY CARE

A. **DESIGNATION AND TRAINING OF EMERGENCY CARE PROVIDERS**

1. The ~~principal~~ **building Administrator, in consultation with a registered nurse serving the school** shall designate an ~~individual(s)~~ **appropriate number of staff members, by building** to serve as the ~~medical first aider(s)~~ **site-based first responders in case of a medical/health care emergency occurring in the school**. Each school will have at least one person trained in medical first aid. It is the responsibility of the ~~principal~~ **building Administrator** to have a plan of action in place that will utilize the skills of the ~~medical first aider(s)~~ **first responders**
2. **All individuals designated as site-based first responders shall receive broad training including annual retraining shall be provided to staff members designated as medical first aiders. related to the district's emergency care procedures, including training in at least the following areas:**
 - (a) **the District's general first aid protocols (e.g., student injury/illness response protocols);**
 - (b) **cardiopulmonary resuscitation (CPR);**
 - (c) **the use of an automated external defibrillator (AED);**
 - (d) **the District's policies and procedures concerning the administration of medication and emergency medication to students;**
 - (e) **the District's bloodborne pathogens/exposure control plan; and**
 - (f) **the District's policy and procedures concerning communicable disease management.**

~~In addition, special in-service sessions will be provided as needed for staff concerning health care procedures such as medication administration, bloodborne pathogens standards, frequent acute and chronic illnesses/diseases and confidentiality in the schools.~~
3. School employees and volunteers, other than health care professionals, who in good faith render emergency care to a student are immune from civil liability for any of their acts or omissions in rendering such emergency care.

B. **STUDENT EMERGENCY INFORMATION CARDS**

1. Emergency information cards ~~shall~~ **must** be completed for each student and employee **upon his/her initial enrollment or attendance in school or his/her participation in any District-sponsored athletic activity for students. in the District and This shall be completed regardless of the student's full-time status, enrollment status, or residency. At least annually, each school shall request that the student's parent or guardian provide any updates to the emergency information that is presently on file. The student's emergency information shall also be updated any time during the school year that a parent or guardian submits a change. This shall include:**

- a. **Emergency contact names and information in the event of an accident, injury, illness, or other emergency.**
- b. **Information about any special health concerns or procedures relevant to the student.**

kept on file in the principal's or immediate supervisor's office.

2. **When students are involved in school-sponsored activities away from school**, student emergency information cards ~~or their facsimiles shall~~ **will be readily made available at all out of school activities, including field trips and sporting events available in order to enable activity supervisors to appropriately address any individualized health concerns or possible emergency situations. It is the joint responsibility of the office staff, school nurse, and the staff who are planning/supervising the activity to ensure that this information is readily available.**
3. **Emergency health information shall be kept in the relevant school office and shall be shared with school personnel and other school officials as deemed appropriate and necessary, consistent with legal requirements and with the District's student records policy and procedures.**
3. ~~Student emergency information cards shall be made available to school officials determined to have legitimate educational interests, including safety interests, in the information. Such persons may include, but not necessarily be limited to, teachers, substitute teachers, guidance counselors, educational assistants, and other designated support staff, school nurses, coaches, advisors, activity chaperones and administrators.~~
4. ~~The emergency information cards of high-risk students should be highlighted with a red tab by the school nurse. On-going monitoring and assurance of student medical needs should be provided and implementation practices for each student in each school should be evaluated at least on a quarterly basis.~~
5. ~~Students with medical problems such as diabetes, epilepsy, allergies, etc., should be encouraged to wear "Medical Alert" identification.~~

C. INDIVIDUALIZED HEALTH/MEDICAL PLANS

1. **The District develops individualized health/medical plans for students (including allergy management plans) on as-needed basis and in a manner consistent with applicable law. In appropriate cases, individualized planning will occur in connection with the development of a Section 504 plan or individualized education program (IEP).**

RULE 5531
EMERGENCY CARE
Page 3

2. In most cases, a team-based approach will be used to develop any individualized plan, including consideration of relevant medical information and recommendations. A registered nurse serving the schools will generally be involved in the process of establishing and monitoring any such plan.
3. As needed, a nurse serving the school will provide nursing-related supervision, including but not limited to providing or arranging for appropriate training of designated school
4. personnel, in situations where a student's plan calls for the District to provide specialized health services.

D. PLANNING FOR POSSIBLE MEDICAL EMERGENCIES IN CONNECTION WITH ACTIVITIES HELD AWAY FROM SCHOOL

1. When students will be participating in a District-sponsored activity that is being held away from school, activity organizers/supervisors are expected to engage in both general and student-specific planning for possible emergency care needs. General planning may involve tasks such as identifying unusual activity-specific risks (e.g., unusually hazardous areas, increased opportunities for student exposure to likely allergens, unusual physical demands), assessing the availability of medical and emergency services/facilities near the activity location(s), verifying that activity supervisors will have access to students' emergency information, and informing accompanying school personnel and volunteers about what to do in case of a medical or health-related emergency. Student-specific planning involves an assessment of needs related to any special health concerns of the individual students who will be participating in the activity.
2. The extent of emergency care planning for such away-from-school activities should generally be proportionate to the uniqueness of the location and type of activity. For example, general emergency planning can often be less extensive in connection with recurring activities (e.g., away contests for students participating in athletics) when participating staff, students, and students' parents and guardians can be expected to be reasonably familiar with the nature and location(s) of the activity.
3. Activity organizers/supervisors shall consult with the building principal and a registered nurse serving the District on an as-needed basis to assist with emergency care planning for such away-from-school activities.

E. EMERGENCY EQUIPMENT AND SUPPLIES

1. First aid supplies and equipment will be placed in accessible locations within each school building: e.g., designated health rooms, school office, physical education locker rooms, school technical education classrooms, school science labs.

RULE 5531
EMERGENCY CARE
Page 4

2. Mobile first aid kits shall be available for field trips and similar away-from-school activities involving students.
3. Each building's nurse or health information secretary shall maintain a regular inventory of the first aid supplies/equipment and to notify building Administration or his/her designee when additional supplies/equipment are needed.
4. An automated external defibrillator (AED) will be available in all school building location(s) in the District. The AED shall be used and maintained in accordance with legal requirements, the manufacturer's specifications, and established District procedures.

F. GENERAL EMERGENCY CARE PROCEDURES

In case of an accidental injury or illness occurring on school premises or during a school-sponsored activity, these general procedures shall be followed:

1. ~~Schools are to provide only immediate and temporary care.~~ Illness
 - a. If a student becomes ill during the school day, school personnel should send him/her to the designated health room/area in the school or, if the health room is not currently staffed, to the school office to rest or for attention. Office personnel will provide care for the student or make a parent or guardian contact to determine whether the student needs to be sent home. If the parent or guardian is unavailable, the emergency contact person identified on the student's emergency information form will be notified. In making a determination whether to send a student home from school, school personnel shall consider protocols outlined in the District's emergency services and communicable disease management procedures. If it is determined the student is to be sent home, arrangements will be made for the student to leave the school premises. If all contact attempts fail and the student's parent or guardian or emergency contact person are not available, the student is to remain in school, segregated from other students if necessary, and continued attempts will be made to reach the parent or guardian or emergency contact person.
2. ~~Principals are to be notified of all emergency care given.~~ Accidents/Injuries
 - a. Designated school personnel (i.e., on-site nurses, health assistants, or other designated site-based first responders, whenever available) will provide the appropriate intervention/response to any minor injury or illness occurring on school premises or during a school-sponsored activity as deemed necessary for the situation.

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EMERGENCY CARE
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3. ~~Parents/guardians are to be notified using the emergency information card for necessary information.~~ **Serious Injury/Accident or Illness**
- a. **Designated school personnel (site-based first responders whenever available) shall assess the situation and administer basic first aid as needed and/or notify building first responder.**
 - b. **As soon as it is determined to be necessary/appropriate, a call should be placed to 911 to summon professional emergency medical assistance (ambulance, rescue squad, etc.).**
 - c. **No internal or external medication should be administered to the individual unless specifically prescribed or specifically authorized under the conditions outlined in state law and in the District's medication administration procedures (KUSD Policy 5534)**
 - d. **If the emergency situation involves a student, the student's parent(s) or guardian(s) shall be contacted as soon as reasonably practical under the circumstances. If the parent or guardian cannot be reached, the emergency contact(s) as identified on the**
 - e. **student's emergency information form on file with the District shall be called. A responsible adult should remain with the student until the parent(s) or guardian(s) assumes responsibility if possible.**
 - f. **The building Administrator or designee shall be informed immediately if the accident, injury, or illness occurs during the school day. If the accident, injury, or illness occurs outside of the school day or at an activity off school premises, the building principal or designee shall be informed as soon as possible, but no later than the next school day.**
4. ~~Students who are sick or have mild injuries should be escorted to a given destination and supervised until the parent/guardian assumes responsibility.~~
5. ~~In case of serious injury or illness, do not move student. Initiate school emergency plan including immediately calling 911. The school is not expected to transport injured/ill students. The Office of Human Resources Insurance Claims Management Specialists should be notified immediately when a rescue squad is called and office staff will notify the Office of the Superintendent of Schools~~
- ~~Students who are sick or have been injured should not be placed on a school bus. Parent/guardian should be called to escort student home. Exceptions may be made by the principal where warranted.~~
5. ~~The District's bloodborne pathogens standards and procedures (exposure control plan) shall~~

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EMERGENCY CARE
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be consistently followed.

D. ACCIDENTS OR ILLNESSES OCCURRING AT SCHOOL

1. In cases where communicable diseases are suspected, the student shall be referred to the office. The office will notify the student's parent/guardian and recommend physician's care.
2. In case of injury to a student, the individual on duty will:
 - a. Direct others to stay back.
 - b. Notify the school office.
 - c. Keep the injured calm.

The office will contact the medical first aider and/or parent/guardian. The principal and/or the medical first aider will decide the course of action to follow.

3. Accidents shall be reported to the Office of Human Resources Insurance Claims Management Specialists in accordance with Board policy and established procedures.

E. ACCIDENTS OR ILLNESSES OCCURRING AT ACTIVITIES OUTSIDE OF SCHOOL

1. Procedures identified above for injuries or illnesses occurring at school are to be followed. Copies of emergency cards are to accompany students on field trips. Access to a telephone for 911 services is essential. School procedures for administering medication are to be followed.
2. Where necessary, special education students shall be accompanied on field trips and other activities by trained staff.
3. A cellular telephone shall be available on all field trips where regular telephones are not readily available.
4. Accidents shall be reported to the Office of Human Resources District Insurance Claims Management Specialist in accordance with Board policy and established procedures.

G. NOTICE **ACCIDENT REPORTING AND RECORDKEEPING REQUIREMENTS**

1. A laminated card, detailing the District emergency/911 plan should be prominently displayed in each classroom and school area. **The person(s) administering emergency care or assistance under these procedures is responsible for ensuring that the first aid or other emergency care administered in relation to accidents, injuries, or illnesses are properly documented within the District Student Accident Form. This log of emergency care services performed shall be maintained in each school building in the District.**

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Page 7

2. ~~Emergency telephone numbers shall be properly posted at each telephone.~~ **In addition to completing the District Student Accident Form, the relevant class/activity supervisor(s) and the school employee(s) who assumed primary responsibility for responding to a specific accident/incident have joint responsibility for ensuring that they promptly (i.e., usually on the same day as the incident) notify the building Administrator for any accident/incident involving an injury, or possible injury, to a student that occurs**
3. ~~All student illness and injury complaints shall be documented, along with interventions utilized, on an illness/injury daily log maintained in the school office/nurse's office. Such illnesses and injuries should be documented, regardless of their severity.~~ **School personnel shall be made aware of and are expected to adhere to relevant confidentiality standards regarding student records and patient health care records as established pursuant to applicable laws, regulations, and District procedures.**

**Kenosha Unified School District
Kenosha, Wisconsin**

September 24, 2024

POLICY AND RULE 5533–COMMUNICABLE DISEASE

Background

School Board Policy and Rule 5533 (Communicable Disease) was originally approved in February of 1998. Since that time there has been a shift in our guidance for district response to communicable disease control procedures within the school setting. Current KUSD policy on communicable disease does not align with current recommendations from the Wisconsin Department of Public Instruction, the National Association of School Nurses, or the Wisconsin Public Health Association. These professional medical agencies have provided recommendations for school district policies on communicable disease control procedures based upon current research.

The proposed revisions to School Board Policy and Rule 5533 are based upon:

- Recommendations from professional medical agencies; and
- Collaboration among KUSD School Nurses, Kenosha County Public Health Nurses, and KUSD Special Health Needs Nurses.

Recommendation

Administration recommends that the Board of Education grant approval to revise Kenosha Unified School District Policy and Rule 5533 – Communicable Disease as a first and second reading on September 24.

Dr. Jeffery Weiss
Superintendent of Schools

Mrs. Wendy Tindal
Chief Academic Officer

Ms. Stacy Guckenberger
Director of Special Education and Student Support

POLICY 5533
COMMUNICABLE DISEASE

~~Communicable disease control procedures shall be maintained in cooperation with the public health department. The health department shall be notified at once by the principal/designee who knows or suspects that a communicable disease is present in a District school.~~

~~The principal may exclude students from school and school related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to pursue their studies. Students excluded from school may appeal their exclusion to the Superintendent/designee.~~

~~The District recognizes that an individual's health status is personal and private. Therefore, the District will handle information regarding students with suspected or confirmed communicable diseases confidentially in accordance with state and federal laws.~~

~~While recognizing that vomit, urine and saliva are not generally considered sources of bloodborne pathogens, all body fluids of students will be considered potentially infectious. Proper precautions will be taken by all District employees when coming in contact with such body fluids in accordance with the District's exposure control plan.~~

Kenosha Unified School District shall cooperate with state and local public health officials in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. The administration shall ensure that the district has written procedures that document requirements for reporting communicable disease information to public health agencies. Schools or other District facilities or work locations may be closed for public health reasons by order of a public health officer or agency or as determined to be necessary by the Superintendent.

In an effort to maintain a safe and healthful school environment, Kenosha Unified School District shall provide information to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and during school-related activities. District employees with occupational exposure to blood or other potentially infectious agents or materials, as well as any other employees who may be designated by the administration, shall receive specific training and will be expected to comply with the precautions and procedures identified in the related training.

Students and District employees may be excluded from school or the workplace (including school-related activities) if they are suspected of or diagnosed as having a communicable disease, including any disease identified within the Wisconsin Childhood Communicable Diseases Chart that is published by the Department of Health Services or any other disease expressly defined or identified as communicable by a public health agency, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies.

The District recognizes that an individual's health status implicates a variety of privacy interests. Therefore, the District shall handle information regarding students and District employees with suspected or confirmed communicable diseases in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health and medical records.

POLICY 5533
COMMUNICABLE DISEASE
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LEGAL REF.: Wisconsin Statutes

Sections: 118.125 Confidentiality/maintenance of student records
118.13 Student discrimination prohibited
121.02(1)(i) Safe and healthful facilities
146.81-146.83 Patient health care records confidentiality
252.15 Confidentiality of HIV-related information
252.19 Communicable diseases; protection of the public
252.21 Reporting suspected communicable diseases

Wisconsin Administrative Code

DSS 145 Communicable disease control

DSS 145- Appendix A List of Communicable diseases and other notifiable conditions

ILHR 32 Bloodborne pathogens plan requirement

Americans with Disabilities Act of 1990 **Title I and Title II as amended**, Disability discrimination prohibited

Section 504 **of the** Rehabilitation Act of 1973, **as amended** Handicap discrimination prohibited

CROSS REF.: 5110 Equal Educational Opportunities
5310 Student Attendance
5531R Emergency Care Procedures
5533.1 Human Immunodeficiency Virus
5533.2 Pediculosis (Head Lice)
5534 Administering Medication to Students

District Exposure Control Plan

AFFIRMED: February 10, 1998
October 22, 2024

RULE 5533
COMMUNICABLE DISEASE

A. Educational and Preventative Measures

1. The District will ensure that it obtains and appropriately retains records of all immunizations (or a related waiver) and health examinations/tests (e.g., tuberculin screening or test results) required of students and staff by law and Board policy.
2. The building Administrator shall post or verify the posting of the Department of Health Services' *Wisconsin Childhood Communicable Diseases Chart* at each school in at least the nurse/health office or other primary station/area that is designated for student health services. The chart is a non-comprehensive reference and general guide for school staff that includes information on selected diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses.
3. Personal protective equipment and other supplies as appropriate for reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials and/or a health care professional serving the District, will be provided in each school building.
4. The Office of Communications shall ensure that sick-day guidelines or other school-to-home communications inform parents and guardians of general expectations and standards for keeping students who are sick, or who are known or believed to be at risk of carrying or spreading a communicable disease, home from school (including avoiding in-person participation in school activities).
5. Those employees who are occupationally exposed to blood or other potentially infectious materials in the performance of their duties shall receive training upon initial employment and annually thereafter. "Occupationally exposed" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
 - a. All employees who receive training are expected to adhere to the procedures covered in the training, including but not limited to complying with procedures that address exposure prevention/mitigation and the procedures to follow in the event of an exposure incident in a school or other work-related setting, including, to the extent practical, District-related activities occurring off District premises.

B. Reporting Communicable Disease Information and Exposure Incidents

1. Intra-District Reporting:
 - a. Any District employee, as well as any non-employee contracted service provider who works in any school or directly with students, who knows or suspects that a student, District employee, or other person who has been present in a school or other District facility has a communicable disease or that a communicable disease

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COMMUNICABLE DISEASE
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may be otherwise present in any such setting shall immediately report the information to the school Administrator or his/her designee. Such information may alternatively be reported to the school nurse. Other persons, including any parent,

student, school volunteer, or visitor who knows or suspects that a communicable disease may be present in a school setting or in any other District facility, are strongly encouraged to report the information in the same manner as is outlined for school employees. Upon receiving a report under this paragraph, the relevant District official shall:

- i. Promptly evaluate the relevant information for purposes of determining an appropriate response. The relevant official should seek clarifying information (e.g., from the subject of the report, a student's parent or guardian, etc.) and confer with relevant subject matter experts (e.g., medical professionals, public health officials, etc.) as needed and to the extent circumstances permit.
 - ii. If the District Administrator has not already been notified, notify the District Administrator of the situation no later than the point at which a decision is made to pursue external reporting (see below) or the point at which the official determines there is a reasonable probability that the District will need to formulate an incident-specific response.
- b. Whenever any occupationally exposed employee, as defined above, or other person who has received training in the District's Exposure Control Plan has an actual incident involving exposure to blood or other potentially infectious agents or materials, the person is expected to report the incident to relevant supervisors or administrators in accordance with the procedures outlined in the Exposure Control Plan.

2. Reports to Public Health Officials:

- a. Pursuant to state law and as further outlined in this section, a school nurse or building Administrator who confirms that a communicable disease is present in a school is required to immediately notify a local public health officer. By policy, the District extends the external reporting responsibilities outlined in this section to the following additional positions: the District Administrator.
- b. Nuisance diseases, such as head lice and/or bed bugs, are not required to be reported to the local public health officer. However, a school nurse or building Administrator or their designee may contact public health officials for information about the prevention, control, and treatment of such diseases and request their involvement in

addressing particular outbreaks.

C. Exclusion of Students from School

1. Students in any of the following situations shall be granted an excused absence from school until their presence, as ultimately determined by the District or any applicable public health order or directive, no longer poses an unacceptable threat to the health of themselves or others:
 - a. Any student who has been diagnosed from their health care provider as having a communicable disease that renders them unable to pursue their studies or that poses a significant risk of transmission to others in the school environment, or any student who is in the process of seeking a diagnosis due to a reasonable concern or suspicion of having such a disease.
 - b. Any student who is subject to a public health order that excludes them from school. Notwithstanding the remainder of these procedures, a public health order that requires a student's exclusion from school (including an order excluding non-vaccinated students from school following a substantial outbreak of a vaccine-preventable disease) is sufficient, by itself, to justify an exclusion .
3. Under state law, any nurse who is employed by or directly serving a school, or any building Administrator may send a student home from school if the student is suspected of having a communicable disease or other disease that the Department of Health Services has specified by rule. District Leadership is also authorized to make such a determination as a designee on behalf of any building Administrator.
 - a. Any nurse serving a school who sends a student home under the above authority shall immediately notify the student's parent or guardian of the action and the reasons for the action. As soon as practicable, the District shall also notify the student's parent or guardian of any specific terms or conditions on the student's return to school.
 - b. A nurse who sends a student home shall also promptly notify the building Administrator and office staff of the action and the reasons for the action.
4. A District's decision to exclude a student from school (including any restrictions on a student's participation in school-sponsored activities) beyond the current school day for reasons related to a communicable disease, including the duration and any other terms and conditions of such an exclusion, shall initially be made or expressly approved by the building Administrator. District Leadership or his/her administrative-level designee may also make or give final approval to such a decision. Such decisions shall be based on all of the relevant facts and circumstances, giving appropriate consideration to information that may be provided by health care professionals and/or public health officials and to any

RULE 5533
COMMUNICABLE DISEASE
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applicable public health orders or standards that may be established by any authorized public health agency or official(s).

- a. Any initial determination shall be revisited as soon as reasonably practicable if a student has been initially sent home or excluded from school as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of student's parent or guardian.
5. Any time a decision or order to exclude a student from school due to a communicable disease involves a student with a disability under either Section 504 or under the Individuals with Disabilities Education Act (IDEA), the District employees involved in the matter shall promptly inform the District's lead administrator or Director of Special Education and Student Support, so that appropriate District personnel can evaluate the District's obligations and options regarding any required notices, potential changes in placement, modifications to the student's individualized education program (IEP) or section 504 plan, etc.
6. Any student who is excluded and excused from school attendance due to a communicable disease concern is entitled to at least the same opportunities to make up work as are available to other students with an excused absence. In addition, the student's parent or guardian (or an adult student) may submit a request for particular program or curriculum modifications. Depending on the duration of the period of exclusion, the District may also affirmatively propose other alternative educational arrangements and opportunities for the student.
7. Following any incident or student absence from school that involves a concern about a communicable disease, the administration may require a statement from a public health official or from a qualified health care provider about a student's suitability to return to school, if the matter warrants such a statement.
8. Appeals: An adult student or any minor student's parent or guardian who disagrees with a determination or related action of the District concerning an exclusion from school (including any restrictions on access) under these procedures may appeal such determination or action to the District Administrator or his/her designee at any time prior to the student's return to school without any restrictions. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator or his/her administrative-level designee shall normally render a decision in writing within 3 business days, unless the administrator informs the appealing party of the need and reason for an extension.

D. Exclusion of Employee from the Workplace

- 1. Employees who know or reasonably suspect that they have any communicable disease that would present a danger in a school or other work-related environment are expected to take reasonable measures to avoid the risk of transmission of the disease in such environments, including by at least informing an appropriate supervisor/administrator of any potential risk of the presence or transmission of a communicable disease.**
 - a. In accordance with state law:**
 - i. Freedom from tuberculosis in a communicable form is a condition of employment for all District employees who come into contact with children or who handle or prepare food for school children.**
 - ii. School food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.**
 - b. Employees are expected to follow any applicable public health orders or other applicable emergency orders related to a communicable disease that may be issued by local, state, or federal officials or agencies.**
- 2. Notwithstanding the remainder of these procedures, an order from a health care provider or the Health Department that requires an employee's exclusion from the workplace is sufficient, by itself, to justify the exclusion.**
- 3. Employees who are suspected of having or who are diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work by the District consistent with District procedures and applicable legal requirements.**
- 4. Before making a determination that an employee will be involuntarily excluded from work due to a communicable disease concern:**
 - a. The employee, if reasonably available, shall be informed of the reasons for the contemplated action.**
 - b. Any information the employee may choose to offer regarding his/her condition(s) shall be considered, to the extent time allows.**
 - c. Consideration should be given to whether an accommodation that is acceptable to the District could eliminate the health risk to others and/or permit adequate performance. Under no circumstances is the District required to approve an**

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COMMUNICABLE DISEASE
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accommodation that results in undue hardship to the District or that would pose a "direct threat" to the health or safety of others.

5. In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from the workplace, the following factors will be considered: (1) the duration of the risk; (2) the nature of severity of the potential harm; (3) the likelihood of potential harm; and (4) any applicable public health regulations, orders, or standards.
6. The administrator or supervisor charged with making a decision under these procedures to exclude an employee from the workplace, or his/her designee, shall provide written notice of any exclusion to the affected employee(s).
 - a. Any initial determination shall be revisited as soon as reasonably practicable if an employee has been initially excluded from work as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of the employee.
7. An employee excluded from the workplace who is not able to fully perform his/her duties may utilize any applicable employment rights or benefits provided under applicable law, existing Board policies, any applicable contract, and/or provisions of the Employee Handbook—which may include, for example, accrued sick leave, other accrued paid leave (e.g., paid vacation), family and medical leave (if eligible), applying for an unpaid leave of absence, or consideration for reassignment. Except to the extent provided by any such employment rights or benefits, an employee who is excluded from work under these procedures is not guaranteed paid leave or continued or renewed employment.
8. At the District's discretion, the administration may require an order from a qualified health care provider, or other documentation acceptable to the District, that confirms an employee's suitability to return to work after an issue has arisen in connection with a communicable disease. Except in the very limited circumstances authorized under applicable law, the District will not solicit or require an HIV test as a condition of employment for any employee.
9. Appeals: A District employee who disputes the determinations or actions of the District concerning his/her exclusion from work under these procedures may appeal the determination or action to the District Administrator or his/her designee. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator shall normally render a decision in writing within 3 business

days unless the administrator informs the appealing party of the need and reason for an extension.

E. Maintenance and Confidentiality of Communicable Disease Records and Information

1. Maintenance and Confidentiality of Student-Related Records:

- a. Health and medical records of an individually-identifiable student that relate to any communicable disease, except for a student's immunization records and any other records that state law expressly defines as "pupil physical health records," shall be maintained in a confidential manner and with greater restrictions on access and disclosure than the student's general progress and behavioral records.
- b. Subject to the District's student records policies and applicable law, a student's personally-identifiable immunization records and certain lead screening records shall be maintained and treated as progress records of the student. Any other records of basic student health information that state law expressly defines as "pupil physical health records" (e.g., emergency medical cards, records of medication and first aid administration, etc.), shall be maintained and treated as behavioral records of the student.

2. Maintenance and Confidentiality of Employee-Related Records:

- a. Except as otherwise permitted or required by law, the District will treat health and medical records of an employee that relate to any communicable disease as records that are subject to the confidentiality requirements of the Americans with Disabilities Act (ADA) as it applies to records of employee medical histories and examinations and disability-related inquiries. Such records shall be maintained in a file that is separate from the employee's other non-medical personnel records.

**Kenosha Unified School District
Kenosha, Wisconsin**

September 24, 2024

POLICY AND RULE 5534.1–ANAPHYLAXIS

Background

School Board Policy and Rule 5534.1 (Anaphylaxis) was originally approved in August of 2013. Since that time there has been a shift in our guidance for district response to students having an allergic reaction within the school setting. Current KUSD policy on anaphylaxis does not align with current recommendations from the Wisconsin Department of Public Instruction, the National Association of School Nurses, or the Wisconsin Public Health Association. These professional medical agencies have provided recommendations for school district policies on anaphylaxis based upon current research.

The proposed revisions to School Board Policy and Rule 5534.1 are based upon:

- Recommendations from professional medical agencies; and
- Collaboration among KUSD School Nurses, Kenosha County Public Health Nurses, and KUSD Special Health Needs Nurses.

Recommendation

Administration recommends that the Board of Education grant approval to revise Kenosha Unified School District Policy and Rule 5534.1 - Anaphylaxis as a first and second reading on September 24, 2024.

Dr. Jeffery Weiss
Superintendent of Schools

Mrs. Wendy Tindal
Chief Academic Officer

Ms. Stacy Guckenberger
Director of Special Education and Student Support

POLICY 5534.1
ANAPHYLAXIS

Every allergic reaction has the potential for developing into a life-threatening event known as anaphylaxis. Anaphylaxis is always a medical emergency as students can have the onset of symptoms within minutes **to hours**, and if untreated, it can lead to collapse and death shortly thereafter.

Anaphylaxis is usually an immediate reaction occurring within seconds or minutes to an hour following exposure to an allergen (food, insect sting, latex, medication). There is no predictable pattern with anaphylaxis. Each subsequent episode may be the same, more severe, or less severe.

For severe allergic reactions, epinephrine is the drug of choice for treatment. Every student with a history of anaphylaxis should have at least one ~~emergency kit~~ **Epinephrine auto-injector** in the health office. Some students may have additional ~~kits~~ **Epinephrine auto-injectors** at school or may carry ~~a kit~~ **an epinephrine auto-injector with them on their person. A completed medication authorization form signed by the parent or legal guardian AND a prescriber must be on file in the office. Medication authorization forms must be renewed annually.**

Individuals not known to be at risk of anaphylaxis

A student not known to be at risk of anaphylaxis may also display symptoms of severe allergic reaction. **Per the National Institute of Health, 16- 18% of children experience their first reaction at school.** In such circumstances, school staff should assess the situation and take action as would be appropriate for any other illness/injury/emergency incidents. This includes calling 911 if anaphylaxis is suspected.

Any ~~authorized~~ school staff or volunteer, or school bus operator validly authorized under state law to operate the school bus, he/she is operating, may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practicable, the school bus operator, employee or volunteer reports the allergic reaction by dialing the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

When given intramuscularly (IM) in the outer thigh, the onset of action is quick and peaks within 9 minutes. It must be given as soon as possible to treat and reverse symptoms. Administering epinephrine buys time to get to an emergency room for additional care.

A second ~~EpiPen®~~ **Epinephrine auto-injector** may be administered if no improvement in symptoms occurs within 15-20 minutes. When in doubt, administer ~~EpiPen®~~ **Epinephrine auto-injector** and immediately call 911. Due to the short duration of action of epinephrine and the high potential that additional emergency treatment will be needed, prompt activation of the local EMS by calling 911 and subsequent transport to a medical facility is imperative. Unfortunately, epinephrine and other treatments for anaphylaxis are not fail-safe; deaths can and do occur despite administration of emergency medications. The only truly effective treatment is absolute avoidance of the allergen.

When a student known to be at risk for anaphylaxis displays initial symptoms, it must be presumed that the student is in need of the assistance outlined in the student's emergency health plan. Immediate intervention is essential. It will not harm the student if his/her prescribed medication is given even if anaphylaxis is not present.

POLICY 5534.1
ANAPHYLAXIS
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LEGAL REF.: Wisconsin Statutes

Sections	118.125	Confidentiality/maintenance of student records
	118.29	Medication administration by school personnel; policy/procedure requirements
	121.02(1)(g)	Emergency nursing services standard
	146.81 - 146.83	Confidentiality of patient health care records]
PI 8.01(2)(g)	Wisconsin Administrative Code	Emergency nursing services requirements; medication administration procedures required

CROSS REF.: 5434 Student Alcohol and Other Drug Use
5531 Emergency Care Services

AFFIRMED: August 27, 2013
October 22, 2024

RULE 5534.1
ANAPHYLAXIS

A. Required Written Statements

1. Copies of all required written directions of a physician and written consent of a parent/guardian pertaining to administration of medication to a student shall be filed in the school ~~nurse's or principal's office~~ **Health office**.
2. The practitioner providing the direction and prescribing the medication must state in writing, either on the prescription or in a letter, the name of the student, the name of the drug including strength, dosage, time indications, and duration of the prescription; the specific conditions under which he/she should be contacted regarding the condition or reactions of the student receiving the prescription medication. The practitioner must also express a willingness to accept communication from the person dispensing or administering the prescription medication.

B. Medication Administration

1. Designated school employees i.e., health/information assistants, principals, secretaries, teachers, counselors, **first responders**, will dispense and administer medication at the elementary and middle school level. **In order to do so, staff will be trained annually by a school nurse on how to administer Epi-Auto-injectors. This would include a return demonstration using epi-auto-injector trainers, in addition to District assigned module trainings.**
2. ~~Senior high school~~ Students will be allowed to **carry and** administer their own medication with written parent/guardian **and Physician** permission. Any ~~secondary school~~ student needing prescription medication during school hours must have the prescription on file in the ~~nurse's~~ **Health** office. If a student is unable to administer his/her own medication, a designated school employee will assume this responsibility.
3. ~~Parents/guardians of students taking medications labeled twice daily shall administer these at home, unless otherwise ordered by a practitioner.~~
4. ~~Parents/guardians of students taking medications labeled three times daily shall administer the first and last dosage, unless otherwise ordered by a practitioner—designated personnel shall administer the middle dosage.~~
5. ~~Parents/guardians of students taking medications labeled four times daily shall administer the first, third and fourth dosage and the school shall administer the second.~~
6. WI School Meds on line training course for school personnel will be provided.

C. Medication Storage and Recordkeeping

1. All medication must be supplied in the original container. The label on the bottle must contain the name and telephone number of the pharmacy, the pupil's identification, name of the practitioner, medication name, number dispensed, strength, dose, route, times or circumstances for medication to be given, special directions for storage or dispensing. Non-prescription medication must be in the original container with the directions on the container including pupil's name. The prescribed medication shall be kept in a locked cubicle or drawer. Taking the medication shall be supervised by the designated school personnel at the time conforming with the indicated schedule.
2. Anyone dispensing or administering medication under Board policy and these procedures shall record such action in a log kept in the ~~school nurse's or school office~~ **District's Student Information system**. ~~This log will~~ **Documentation must** contain the recorded time the medication was administered and the initials of the person who was responsible for the administration of the medication.
3. Any unused medication at the end of the period for which it was prescribed shall be picked up by the parent/guardian after notification to the parent/guardian, or the medication shall be destroyed.

RULE 5534.1
ANAPHYLAXIS
PAGE 2

D. Liability Exemption

School employees, except health care professionals, shall be immune from civil liability for any acts or omissions in administering medication to students in accordance with Board policy, these procedures and state law requirements unless the act or omission constitutes a high degree of negligence.

School employees and volunteers, other than health care professionals, who in good faith render emergency care to a student, are immune from civil liability for any of their acts or omissions in rendering such emergency care.

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 24, 2024
ParentSquare

REPORT ON CONTRACT IN AGGREGATE OF \$50,000

School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$50,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

Recently, the Kenosha Unified Board of Education approved Policy and Rule 4227 Staff-Student Relationships and Professional Boundaries, which outlines the professional expectations for staff and student interactions for a variety of media. At present, the district does not have a product that would more efficiently align to this policy, but rather a growing list of different applications and methods. A recent request for proposals to obtain a product was launched, and received three submissions. Only one of the vendors who responded, ParentSquare, currently has all of the desired features as well as a noticeably lower annual cost than the other vendor who covered most of the requested features. The third vendor had a product with limited areas of use.

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval:

VENDOR	PROGRAM/PRODUCT	AMOUNT
ParentSquare	online communications system	Annual Local Funding within the Information Services Department budget

The Purchase/Contract Rationale regarding the ParentSquare proposal is based on a projected declining enrollment and rising per pupil cost each year of the initial proposal. The cost estimates on the attached budget assumptions are the net difference from the RFP quote as an existing Messenger application cost would be removed after the 2024-25 school year (approx. \$31,000).

- 2024-225 costs include a prorated duration (projected from Oct 1, 2024 – June 30, 2025) at \$4.50 per pupil and a one-time onboarding fee of \$6,000. Estimated total of \$66,750.
- 2025-26 annual cost of \$4.75 per pupil, estimated total of \$85,500.
- 2026-27 annual cost of \$5.00 per pupil, estimated total of \$90,000.

Recommendation

Administration recommends that the Board of Education approve the projected contract with ParentSquare for a district-wide communications platform, along with the IS budget assumption.

Dr. Jeffrey Weiss
Superintendent of Schools







Kris Keckler
Chief Information Officer

Tarik Hamdan
Chief Financial Officer







Amy Franz
Purchasing Agent

Available Features Include:

Mass Notifications

-  **Smart & Urgent Alerts**
Quickly send by email, SMS, voice and app
-  **Personalized Auto Notices**
Including lunch balances
-  **Secure Document Delivery**
Save paper, maintain privacy
-  **Social Media & Website Share**
Share on Twitter/Facebook/Website
-  **Attendance Notifications**
Day/period absences with excuse notes
-  **Posts & Newsletters**
Media-rich posts, templates









Classroom Comms

-  **Direct Messaging**
Connect with specific students/parents
-  **Posts & Newsletters**
Include pictures, files and videos
-  **StudentSquare (Student App)**
Increase student responsiveness
-  **Appointments**
Including parent-teacher conferences
-  **Volunteering & Sign Ups**
Increase family support, track volunteer hours
-  **Directory**
Search by name, email, phone, child

School Services

-  **Forms & Permission Slips**
Save time and paper
-  **Calendar & Event RSVPs**
Increase attendance
-  **Electronic Signatures**
Collect parent signatures securely online
-  **Invoices & Payments**
Fundraise, accept secure online payments
-  **Polls & Surveys**
Get feedback fast from families
-  **Community Groups**
Extend to alumni, community members and others

School Websites

-  **Easy-to-Use Interface**
Create or manage even from a mobile phone
-  **Unified Website & Communications**
Publish once, deliver to all targeted channels
-  **Beautiful, Templated Designs**
Showcase and maintain your unique brand
-  **Powerful User Permissions**
Manage in one place by role or individually
-  **Content Migration & Design**
Launch your new site with full support
-  **ADA Compliance**
Establish and maintain accessibility for all
-  **Search Engine Optimization**
Make sure your community finds you first
-  **No Hidden Limits or Fees**
Unlimited admins, content storage, calendars, etc.

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: _____

Purchased Good/Program: _____

Start Date/Date Needed: _____

1. PURPOSE – What is the purpose of the proposed purchase?

2. FUNDING – What is the total cost of purchase and the funding source?

3. REQUEST FOR PROPOSAL (RFP) – indicate if an RFP has been completed

YES ☐

NO ☐

If no, please request an RFP packet

4. EDUCATIONAL OUTCOME – What is the educational outcome of this purchase?

5. START DATE – When is the anticipated start date?

Your response does not establish approval of either a contract or a purchase order.

Appropriate Leadership Signature _____ Date _____





BUDGET ASSUMPTION SUMMARY - EXPENDITURE

Title: ParentSquare: Communications Platform
Budget Year: 2024 - 2025
Department: Information Services
Budget Manager: Kris Keckler

REQUEST

To purchase an annual subscription to a district-wide communications platform.

RATIONALE/ INSTRUCTIONAL FOCUS

With the adoption of KUSD Policy and Rule 4227 Staff-Student Relationships and Professional Boundaries, as well as ever expanding communication apps and tools currently in use across Kenosha Unified by different staff, the needs of adopting a single platform with different features is quite evident. Based on a recent RFP, the district is recommending the adoption of the ParentSquare online communications platform to meet these growing needs and allow for efficient use of resources, including monitored messages and archiving communications. This new product would replace two existing costs which will help offset the total annual expense. The budget assumption listed below would be the required net increase to implement this product across the organization. This program expense is based on a per pupil basis, which increases annually the first three years, and fluctuating enrollment throughout the school year, regardless of enrollment duration.

IMPACT

This assumption would provide all KUSD staff with a variety of communications tools and resources, providing monitored interactions with students, parents and greater community.

BUDGET ASSUMPTION

Object Level	Descriptive	Amount
805-2954-000-2361	2024-25 cost of online services and one-time onboarding and data setup.	\$66,750
805-2954-000-2361	2025-26 cost of online services	\$55,000
805-2954-000-2361	2026-27 (and beyond) cost of online services	\$60,000
TOTAL*		\$60,000 est. annual

***To re-calculate the Total Amount, click once in the Total Amount cell then press the F9 key.**

This is a One-time or X Recurring expenditure

FUNDING SOURCES

This cost assumption would be added to the Information Services annual budget, beginning in the 2024-25 fiscal/school year.



September 24, 2024

POLICY AND RULE 1520 – DISTRIBUTION OF MARKETING MATERIALS TO STUDENTS

Background:

Policy 1520 gives the superintendent or their designee guidance in approving materials distributed to students by schools from outside organizations. Currently, the policy requires reviewing materials, which, if approved, are posted on the KUSD Virtual Backpack. The Virtual Backpack has a quick link on the district website and all school websites, and it is also promoted in e-newsletters and on social media periodically. Requestors must make and deliver or mail 20 copies of the materials in English and Spanish so school administrative support professionals can display them for families who cannot access online versions.

We want to move to an entirely virtual system to further streamline this process for community members and staff. This will allow organizations to submit flyers for review that, if approved, will be posted on the Virtual Backpack without needing paper copies. In a brief survey of school office personnel, they reported they only regularly receive paper flyers from outside organizations that align with the items listed on the Virtual Backpack 50% of the time. However, 100% of them reported that they regularly throw out the copies received because families do not take copies when visiting school offices.

With this data, we recommend removing this portion of the policy to save our school staff time displaying, reviewing, and discarding materials and our community partners the time, effort, and funds to distribute them to our school.

Administration Recommendation:

Administration recommends that the Board approve revised Policy and Rule 1520 as a first reading and second reading on Sept. 24, 2024.

Dr. Jeffrey Weiss
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

POLICY 1520
DISTRIBUTION OF MARKETING MATERIALS TO STUDENTS

Any individual or organization wishing to notify students **and families** of upcoming events, **activities and/or resources** is subject to this policy. Upon approval from the superintendent or ~~their~~**his/her** designee, distribution of marketing materials shall take place via the district's ~~Community Connection~~ **website page. A quick link to the webpage containing this information is prominently displayed on kUSD.edu and all school websites. It is also regularly shared in all district and school newsletters, as well periodically shared on social media.** ~~and be regularly be shared by schools via a "Virtual Backpack" link in school e-newsletters, along with a notice that a limited number of hard copies are available in school offices.~~

In all cases, notification of the following is not permitted:

1. Material that is primarily of a commercial nature, including material that primarily seeks to advertise products or services of outside businesses
2. Material that is insulting or violates the rights of others, including material that is libelous, invades the privacy of others, infringes on a copyright or is in any way prohibited by state or federal law
3. Material that is socially inappropriate or inappropriate due to the maturity level of the students, including material that is obscene, pornographic, lewd, vulgar, indecent or insulting to any group or individual
4. Material that may incite a person/people to commit illegal acts or violate school board policy
5. Material that is likely to cause substantial disruption or interferes with the orderly operation and discipline of the district, school or school activities

LEGAL REF.: Wisconsin Statutes

Section 118.12(1)

[Promotions in the schools]

120.12(2)

[Board duty; supervision over the schools]

CROSS REF.:

1410, Free Materials

1510, Advertising/Promotions

AFFIRMED: February 25, 2003

REVISED: March 25, 2003

December 19, 2006

September 28, 2010

June 25, 2013

September 3, 2020

October 22, 2024

RULE 1520

DISTRIBUTION OF MARKETING MATERIALS TO STUDENTS

The superintendent or ~~their~~~~his~~~~her~~ designee is responsible for reviewing and approving all materials that will be distributed widely to students.

EXTERNAL REQUESTS

Distribution of materials must be done in accordance with adopted policies, rules and procedures. Distribution shall not be construed as an endorsement or approval of the materials by the district. Recognizing the primary mission of the district is to meet the educational needs of its students, the district reserves the right to deny requests. No student may be required, coerced or harassed to accept the materials. Requests may be approved if ALL of the following are true:

- **Materials are submitted for review one month prior to the event**
 - The event is educationally beneficial to students
 - The event is age-appropriate for students at the discretion of the superintendent or ~~their~~~~his~~~~her~~ designee
 - **The requesting organization provides the material in English and Spanish and the respective materials contains the disclaimers outlined below in 12-point font or larger:**
 - “This material and/or activity is not sponsored by KUSD or its personnel.”
 - “Este material y/o actividad no está patrocinado por KUSD o por su personal.”
 - **Requests include the name of the sponsoring group and detailed information regarding the event, including date, time, location and costs associated to participate**
- ~~This must be located on the front of the material in 12-point font or larger~~
- ~~Materials are submitted for review one month prior to the event~~
 - ~~Distribution guidelines provided upon approval are followed~~
 - ~~The requesting organization provides the materials in English and Spanish~~
 - ~~The requesting organization agrees to deliver at least 20 copies in both English and Spanish to schools to make available to families who may not have access to technology~~

The superintendent and/or ~~their~~~~his~~~~her~~ designee reserves the right to deny requests based on the guidelines above and in the best interest of students/families of KUSD.

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 24, 2024

POLICY 6100 – MISSION, VISION, CORE VALUES AND STRATEGIC GOALS

Policy 6100 was developed to outline the focus of the district. Throughout the years, this policy has been adjusted to align with the district's current strategic goals and initiatives. Traditionally, the district sets district goals based on the mission and vision every three years. The policy was last brought before the board for review and revision on February 23, 2021. The goals were updated for the 2023-2024 school year and presented and accepted by the board in executive session in September 2023; however, the policy was inadvertently not brought forward to a board meeting for formal approval. Therefore, the current policy does not reflect the past years' approved strategic goals. The policy is now being updated to reflect the current goals.

Below were the goals and action steps for the 2023-2024 school year:

GOAL 1: Student Achievement - Increase the success of all students by prioritizing, planning and implementing recommendations from the School Improvement Plans.

- Maintain ongoing continuous improvement efforts by:
 - Implementing a system of differentiated support for schools by hosting no less than eight School Improvement Plan (SIP) Cohort meetings by June 2024 that will include the additional support of key school leaders.
 - By June 2024, implement the Elevate survey for all students in grades 6-12 and share results with educators for the purposes of continuous improvement.
 - Develop Growth of a Graduate competencies for Board approval by August 2023.
 - By June 2024, the KUSD kindergarten through 8th grade overall Median Conditional Growth (MCG) percentile for MAP Reading and Math will meet or exceed the 50th percentile.
 - By June 2024, the percentage of high school students meeting the ACT Reading and Math college readiness benchmark of 22 will increase by at least 2 percentage points from the 2022-23 school year.
 - By June 2024, each School Improvement Plan (SIP) will include at least two school culture indicators intended to improve positive relationships and build respect among students and staff.

GOAL 2: Fiscal Responsibility - Implement transparent fiscal management practices that prioritize and align resources with strategic goals.

- Engage in an inclusive transparent rightsizing process by December 2023 by forming a Rightsizing Committee, hosting community engagement sessions, and issuing a survey to staff and community members.
- Present a transparent, fiscally responsible rightsizing recommendation to the Board of Education by December 2023 to help offset the projected deficit for the 2024-25 fiscal year.

GOAL 3: Effective and Engaged Workforce - Retain and recruit highly qualified staff who work to ensure the success of every student.

- By June 2024, implement these strategies to increase diversity:
 - Develop “Grow Your Own” programs to establish career and certification pathways for staff and students already in KUSD
 - Student-focused: Educators Rising is our student career pathway to becoming a teacher
 - Staff-focused: develop pathways to becoming a teacher, especially for educational support professionals and administrative support professionals
 - Foster and strengthen relationships with targeted regional universities through connections, flyers and informational emails for students attending career fairs, as well as student teacher placements within the district.
- Increase the diversity of newly hired staff by 5% between July 2024 and June 2027.
- By January 2024, KUSD will implement and publish on its staff intranet a clear process for hiring and Reduction in Force.

GOAL 4: Family and Community Engagement - Foster and strengthen community partnerships to increase student learning and family engagement.

- Increase 2023-24 Even Start enrollment numbers by 25% by June 2024 with all participants attending at least 75% of all sessions.
- Host family engagement programs in partnership with 25% of schools that have not previously worked with the Community Relations Department by June 2024.
- Offer two opportunities for families who speak languages other than English to participate in family education programs by June 2024.

There are two significant changes to the goals for the next cycle. The biggest shift in this in the next iteration of goals is with the first goal centered on student achievement. Previous goals for student achievement focused on growth. Growth is an excellent indicator of the value added to our students’ learning. However, it is not enough to prepare them for life beyond KUSD. By moving to an achievement goal, KUSD will have a better measure on how our students are being prepared to succeed in the world after they graduate.

Along this line, increasing the percentage of students who are score in the Meeting or Advanced (previously Proficient or Advanced) categories by 12% over a three-year period is a stretch target. KUSD has not experienced this level of growth in previous three-year cycles. In order to meet this target, there will also be a shift in what is the focus on school teams. In previous years, great emphasis was placed on the NWEA MAP assessment in order to measure growth. The shift this coming year will be toward research based high leverage instructional practices. There are two high leverage practices that will be the District focus: engaging learners and using data to inform instructional practices. Data will be collected in these two areas and the continuous improvement cycle will be used.

The second major shift is the elimination of the community engagement as a stand-alone goal, and its inclusion as a strategy for student achievement. This will involve the identification of needs at the school level to meet achievement goals followed by matching these needs with community resources.

Below are the goals and action steps for 2024-2027:

GOAL 1: Student Achievement - By spring 2027, the district will increase the percentage of students scoring proficient or advanced in reading and math by 12% as measured by the state assessment.

- Ensure that all students receive high-quality instruction, grade level content, deep engagement and high expectations through the effective use of data.
 - Quarterly professional development for elementary instructional staff will increase reading content knowledge and high-quality instructional techniques to meaningfully engage learners in the classroom.
 - Quarterly professional development for middle and high school staff will increase knowledge and skills using high-quality instructional strategies to engage learners.
 - Content rounds at the elementary level will increase the identification of high-quality instructional techniques used in the classroom while supporting educators with feedback and support in using these techniques.
 - Content rounds at the middle and high school level will increase the knowledge and skills of instructional leaders, allowing them to provide meaningful feedback and support on Tier 1 instructional strategies.
 - Middle and high school teams will elicit student feedback to support the implementation of high-quality instruction.
 - Implement a systematic Tier 3 Intervention program effectively utilizing data to reduce learning gaps in reading and math for identified students and increase high-quality instruction in the classroom.
 - Implement SIP support meetings and SIP cohort meetings to increase effective collaboration and support among teaching and learning, school leadership, and school teams.
- Cultivate a safe, positive learning environment.
 - Increase knowledge and use of strategies and skills with a consistent shift in creating systems that promote positive conditions for learning through the Summer Culture Workshop.
 - Increase conditions for student learning in schools through collaborative culture teams that focus on analyzing and problem-solving around data.
 - Employ culture coach positions at select schools to build the capacity of building staff to implement systems of support and positive learning conditions.
- Foster and strengthen family and community engagement.
 - Family engagement professional learning will increase knowledge and use of strategies and skills with a consistent shift in practice and increase families as decision-making partners.
 - The facilitating and analyzing of the annual family engagement survey will lead to an increase in the use of data by school teams, thereby increasing family engagement and student learning.
 - The exploration of a new districtwide communication platform will take place to streamline school-home communications and ensure all messages are accessible, accurate, and equitable for all families.
 - Community town halls will increase engagement and family voice to support student learning by gaining meaningful feedback.

GOAL 2: Fiscal Responsibility - Engage in an inclusive and transparent process with the school board, staff, administration, and public to create recommendations that result in an annually balanced budget.

- Implement budget prioritization sessions.
 - Engage administrators and stakeholders in two to four work sessions to support establishing budget priorities with feedback.

- Implement transparent budget development practices.
 - Facilitate weekly Leadership Council budget development sessions incorporating district priorities that will result in balanced budget scenarios.
 - Present the budget to the Board of Education in open meetings to allow for a clear and transparent approval process.
- Implement and support effective budget management practices.
 - Provide ongoing professional learning and support for budget managers to support accurate error free balanced department and school-level budgets.
 - Annually review and implement written budget management procedures to increase staff understanding and reduce corrections needed by finance.

GOAL 3: Effective and Engaged Workforce - Recruit highly qualified staff who work to ensure the success of every student.

- Recruit highly qualified staff who work to ensure the success of every student.
 - Implement workforce promotion activities to increase the number of qualified applicants for each position.
 - Participate in recruitment fairs to increase qualified applicants for open positions.
 - Develop and implement recruitment activities to increase the number of positions filled with qualified candidates.
 - Collaborate and coordinate with community partners to increase the number of individuals completing student teaching, clinical observations, and Educator Prep programs with the district.

Lastly, in 2022, the district added a moral imperative; therefore, it has been added to Policy 6100.

Administration Recommendation:

Administration recommends that the Board of Education approve the District's proposed strategic goals and their corresponding action steps as noted above as a simultaneous first and second reading at the September 24, 2024 regular board meeting.

Dr. Jeff Weiss
Superintendent of Schools

MISSION, VISION, CORE VALUES AND STRATEGIC GOALS

MISSION:

Provide excellent, challenging learning opportunities and experiences that prepare each student for success.

VISION:

To be Wisconsin's top performing urban school district that is highly regarded for continuously exceeding all expectations.

MORAL IMPERATIVE:

ALL students will have an equal opportunity to prepare for college and/or careers with the support of highly qualified educators in a learning environment that is resource rich, safe, and welcoming.

CORE VALUES:

- Safety – providing a safe learning and working environment
- Teamwork – collaborating respectfully to meet goals
- Unity – being united among staff, students, families and all other stakeholders
- Diversity – being inclusive of all individuals
- Equity – treating all in a fair and just manner
- Nurturing – providing a caring and encouraging environment
- Trust – building confidence through transparency
- Stability – building organizational capacity to adapt to change successfully

2024-2027 STRATEGIC GOALS AND GOAL STATEMENTS ACTION STEPS:

Strategic Goal

Student Achievement

Goal Statement

Provide excellent, challenging learning opportunities and experiences that prepare each student for success and make KUSD Wisconsin's top performing urban school district.

Effective and Engaged Workforce

Recruit, retain and develop a highly effective and diverse staff that ensures the success of every student.

POLICY 6100
MISSION, VISION, CORE VALUES AND STRATEGIC GOALS
Page 2

Family and Community Engagement

~~Foster and strengthen family engagement and community partnerships to positively impact student engagement and learning.~~

~~Fiscal Responsibility—~~

~~Align resources to achieve efficiency and positive impact on student achievement and organizational sustainability, while communicating transparently to all stakeholders.~~

GOAL 1: Student Achievement - By spring 2027, the district will increase the percentage of students scoring proficient or advanced in reading and math by 12% as measured by the state assessment.

GOAL 2: Fiscal Responsibility - Engage in an inclusive and transparent process with the school board, staff, administration, and public to create recommendations that result in an annually balanced budget.

GOAL 3: Effective and Engaged Workforce - Retain and recruit highly qualified staff who work to ensure the success of every student.

LEGAL REF.: Wisconsin Statutes

Sections 118.01	[Educational Goals and Expectations]
118.13	[Pupil Discrimination Prohibited]
118.30	[Pupil Assessment]
120.13	[School Board Powers]
121.02(1)	[School District Standards]

CROSS REF.: 1120, Parent/Guardian and Family Engagement

2110, Benchmarks
2720, Shared Decision Making
3600, School Safety
4370, Professional Learning
5110.1, Student Equal Opportunity, Non Discrimination and Anti-Harassment
5110.2, Nondiscrimination Guidelines Related to Students who are Transgender and Students Nonconforming to Gender Role Stereotypes

POLICY 6100
MISSION, VISION, CORE VALUES AND STRATEGIC GOALS
Page 3

5430, Student Conduct and Discipline
6456, Graduation Requirements
8520, Board Goal Setting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991
October 6, 2016
July 23, 2019

REVISED: October 10, 2000
January 29, 2002
December 13, 2005
June 28, 2011
September 22, 2015
July 25, 2017
August 28, 2018
September 22, 2020
February 23, 2021
September 24, 2024

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KENOSHA UNIFIED SCHOOL DISTRICT

September 24, 2024

Annual Restraint & Seclusion Report

By October 1 of each year, Wisconsin requires each school district to present their district restraint and seclusion data to the school board. Districts must submit the number of incidents of physical restraint and seclusion, the total number of students involved in the incidents, and the number of students with disabilities who were involved in the incidents. The report to the school board contains the same data as required in the U.S. Department Office of Civil Rights Cyclical Data Collection (CRDC) on physical restraint and seclusion. Wisconsin Act 118 (2019) enacted additional requirements, such as providing parents with a copy of the written incident report, clarifying that the notice and reporting requirements apply to incidents involving law enforcement officers, prohibiting the use of prone restraint, revising the required training components, requiring school staff to hold a meeting after each incident of seclusion or restraint to discuss topics specified in the Act and conducting an IEP team meeting within ten school days of the second time seclusion or restraint is used on a student with a disability within the same school year. School districts are also required to submit this annual report to DPI by December 1, for each previous school year. This law applies to both students with and without disabilities.

CRDC Definitions:

- “Mechanical restraint” refers to the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related services professional.
- “Physical restraint” refers to a personal restriction that immobilizes or reduces the ability of a student to move their torso, arms, legs, or head freely. This does not include a physical escort, which would be applicable for a temporary setting for the purpose of inducing a student who is acting out to walk to a safe location.
- “Seclusion” means the involuntary confinement of a pupil, apart from other pupils, in a room or area from which the pupil is physically prevented from leaving. This does not include a timeout, which is a behavior management technique that is part of an approved program in a non-locked setting for the purpose of calming.

A covered (trained) individual may use seclusion on a pupil at school only if all of the following apply:

- The pupil’s behavior presents a clear, present, and imminent risk to the physical safety of the pupil or others and it is the least restrictive intervention feasible.
- A covered individual maintains constant supervision of the pupil, either by remaining in the room or area with the pupil or by observing the pupil through a window that allows the covered individual to see the pupil at all times.
- The room or area in which the pupil is secluded is free of objects or fixtures that may injure the pupil.
- The pupil has adequate access to bathroom facilities, drinking water, necessary medication, and regularly scheduled meals.
- The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the pupil or others.

Districts are required to report on two (2) types of restraint: mechanical and physical, and seclusion, detailing both the number of students (by disability status) and number of incidents. For example, the use of handcuffs by police officers would constitute a mechanical restraint and schools are required to fully document identified instances. Both a summary report and a full building level report are attached. For the 2023-24 school year, KUSD had 21 incidents of *mechanical* restraint, 285 incidents of *physical* restraint, and 118 incidents of *seclusion*.

The use of handcuffs by school resource officers (police) and other police officials while on school property or during school functions have been identified as mechanical restraint. Those cases would be the direct result of the state expectation to ensure that any police involved use of handcuffs or other restraint are documented and reported. Police officers receive their own training and tactics related to the decision or need to apply some form of restraint. The use of vehicle safety restraints, as intended, during the transport of a student in a moving vehicle are not considered mechanical restraints for this reporting requirement.

This report is for informational purposes only.

Dr. Jeffrey Weiss
Superintendent of Schools

Stacy Guckenberger
Director of Special Education and Student Support

Kristopher Keckler
Chief Information Officer

Laura Sawyer
Research Analyst

Number of Restraint or Seclusion Incidents by Demographics 2023-24

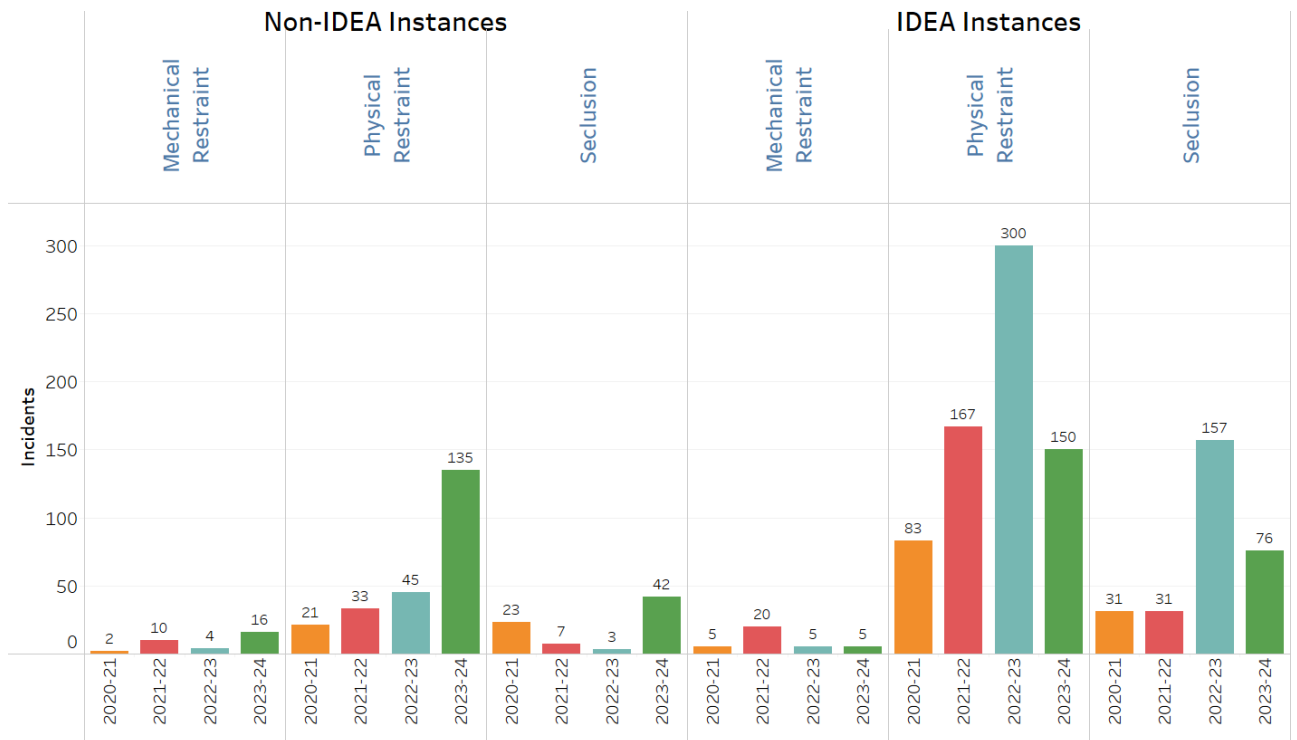
Type	Male										Female									
	H	I	A	P	B	W	T	Total	504	LEP	H	I	A	P	B	W	T	Total	504	LEP
Non-IDEA Students																				
Mechanical Restraint	2	0	0	0	4	6	1	13	1	0	1	0	0	0	2	0	0	3	0	0
Physical Restraint	13	1	0	0	44	22	4	84	1	1	7	0	0	0	14	4	27	52	0	2
Seclusion	1	0	0	0	11	9	3	24	0	0	3	0	0	0	4	0	12	19	0	1
IDEA Students																				
Mechanical Restraint	0	0	0	0	2	2	0	4	0	0	0	0	0	0	1	0	0	1	0	0
Physical Restraint	19	0	0	0	78	31	3	131	0	1	3	0	0	0	14	0	1	18	0	2
Seclusion	7	0	0	0	45	14	1	67	0	1	1	0	0	0	7	0	0	8	0	0

Number of Incidents of Restraint or Seclusion 2023-24

Type	Non-IDEA Students	Students Serviced Under Section 504 Only	IDEA Students
Mechanical Restraint	16	1	5
Physical Restraint	135	1	150
Seclusion	42	0	76

Number of Incidents of Restraint or Seclusion SY 2020-21, 2021-22, 2022-23, and 2023-24

Type	Non-IDEA Students				Students Serviced Under Section 504 Only				IDEA Students			
	20-21	21-22	22-23	23-24	20-21	21-22	22-23	23-24	20-21	21-22	22-23	23-24
Mechanical Restraint	2	10	4	16	0	0	1	1	5	20	5	5
Physical Restraint	21	33	45	135	0	0	1	1	83	167	300	150
Seclusion	23	7	3	42	0	0	0	0	31	31	157	76



Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 1. Non-IDEA Students Subjected to Mechanical Restraint

School	Male										Female									
	H	I	A	P	B	W	T	Total	504	LEP	H	I	A	P	B	W	T	Total	504	LEP
Bose	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bradford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Brass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullen	0	0	0	0	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Creative Arts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forest Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Frank	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grewenow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harborside	0	0	0	0	1	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian Trail	0	0	0	0	2	2	0	4	0	0	1	0	0	0	0	0	0	1	0	0
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jeffery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KTEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lincoln	1	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Mahone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reuther	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Somers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tremper	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	2	0	0	0	4	6	1	13	1	0	1	0	0	0	1	0	0	2	0	0

H= Hispanic or Latino of any race
I= American Indian or Alaska Native
A= Asian

P= Native Hawaiian or Other Pacific Islander
B= Black or African American
W= White

T= Two or more races
504 = Section 504 status
LEP= Limited English proficient

Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 2. Non-IDEA Students Subjected to Physical Restraint

School	Male										Female									
	H	I	A	P	B	W	T	Total	504	LEP	H	I	A	P	B	W	T	Total	504	LEP
Bose	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	1	1	0	0
Bradford	3	0	0	0	2	1	0	6	0	0	1	0	0	0	2	0	2	5	0	1
Brass	1	0	0	0	1	0	0	2	0	0	1	0	0	0	0	0	1	2	0	0
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullen	0	0	0	0	4	1	1	6	0	0	0	0	0	0	0	0	0	0	0	0
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Creative Arts	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forest Park	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Frank	1	0	0	0	3	2	0	6	0	0	0	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grewenow	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Harborside	0	0	0	0	1	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian Trail	1	0	0	0	2	1	0	4	0	1	0	0	0	0	0	0	0	0	0	0
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jeffery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KTEC	0	0	0	0	1	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lincoln	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Mahone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reuther	0	0	0	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Somers	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strange	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0	0
Tremper	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	1	0	0
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
TOTAL	8	0	0	0	22	11	1	42	1	1	2	0	0	0	3	0	6	11	0	1

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W= White

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LEP= Limited English proficient

Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 3. Non-IDEA Students Subjected to Seclusion

School	Male										Female									
	H	I	A	P	B	W	T	Total	504	LEP	H	I	A	P	B	W	T	Total	504	LEP
Bose	0	0	0	0	3	0	0	3	0	0	1	0	0	0	0	0	0	1	0	1
Bradford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Creative Arts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forest Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Frank	0	0	0	0	2	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grewenow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harborside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indian Trail	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jeffery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
KTEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lincoln	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mahone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reuther	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Somers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tremper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	6	1	0	7	0	0	1	0	0	0	0	0	0	1	0	1

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Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 4. IDEA Students Subjected to Mechanical Restraint

School	Male										Female									
	H	I	A	P	B	W	T	Total	LEP	H	I	A	P	B	W	T	Total	LEP		
Bose	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bradford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Brass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bullen	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0		
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Edward Bain Creative Arts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Forest Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Frank	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Grewenow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Harborside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Indian Trail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jeffery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
KTEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lincoln	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	1	0		
Mahone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Reuther	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Somers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Strange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tremper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL	0	0	0	0	1	2	0	3	0	0	0	0	0	1	0	0	1	0		

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I= American Indian or Alaska Native
A= Asian

P= Native Hawaiian or Other Pacific Island T= Two or more races
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W= White

504 = Section 504 status
LEP= Limited English proficient

Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 5. IDEA Students Subjected to Physical Restraint

School	Male										Female									
	H	I	A	P	B	W	T	Total	LEP	H	I	A	P	B	W	T	Total	LEP		
Bose	1	0	0	0	3	1	0	5	1	0	0	0	0	2	0	0	2	0		
Bradford	0	0	0	0	1	2	0	3	0	0	0	0	0	1	0	0	1	0		
Brass	0	0	0	0	1	0	0	1	0	0	0	0	0	1	0	0	1	0		
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bullen	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0		
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Edward Bain Creative Arts	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0		
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Forest Park	0	0	0	0	1	0	1	2	0	0	0	0	0	0	0	0	0	0		
Frank	1	0	0	0	3	3	0	7	0	0	0	0	0	2	0	1	3	0		
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Grewenow	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Harborside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Indian Trail	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0	0		
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jeffery	1	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0		
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
KTEC	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lincoln	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Mahone	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0		
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0		
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Reuther	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Somers	0	0	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	0		
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Strange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tremper	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0		
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL	3	0	0	0	14	10	2	29	1	2	0	0	0	7	0	1	10	0		

H= Hispanic or Latino of any race
I= American Indian or Alaska Native
A= Asian

P= Native Hawaiian or Other Pacific Island T= Two or more races
B= Black or African American
W= White

504 = Section 504 status
LEP= Limited English proficient

Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 6. IDEA Students Subjected to Seclusion

	Male										Female									
	H	I	A	P	B	W	T	Total	LEP	H	I	A	P	B	W	T	Total	LEP		
Bose	1	0	0	0	3	0	0	4	1	0	0	0	0	2	0	0	2	0		
Bradford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Brass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Brompton	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bullen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Chavez Learning Station	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dimensions of Learning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Edward Bain Creative Arts	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0		
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Forest Park	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
Frank	0	0	0	0	4	4	0	8	0	0	0	0	0	1	0	0	1	0		
Grant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Grewenow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Harborside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Harvey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Hillcrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Indian Trail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jefferson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Jeffery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Kenosha eSchool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Phoenix Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
KTEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
LakeView	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Lincoln	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Mahone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
McKinley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Nash	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Pleasant Prairie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Prairie Lane	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Reuther	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Roosevelt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Somers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Southport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stocker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Strange	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tremper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Vernon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Whittier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL	1	0	0	0	8	4	1	14	0	0	0	0	0	3	0	0	3	0		

H= Hispanic or Latino of any race
I= American Indian or Alaska Native
A= Asian

P= Native Hawaiian or Other Pacific Island T= Two or more races
B= Black or African American
W= White

504 = Section 504 status
LEP= Limited English proficient

Kenosha Unified School District
2023-24 Restraint and Seclusion

Table 7. Instances of Restraint or Seclusion

School	Mechanical Restraint			Physical Restraint			Seclusion		
	IDEA	Only 504	Non-IDEA	IDEA	Only 504	Non-IDEA	IDEA	Only 504	Non-IDEA
Bose	0	0	0	27	0	24	21	0	17
Bradford	0	0	1	5	0	13	0	0	0
Brass	0	0	0	9	0	25	0	0	0
Brompton	0	0	0	0	0	0	0	0	0
Bullen	1	0	2	11	0	7	0	0	0
Chavez Learning Station	0	0	0	0	0	0	0	0	0
Dimensions of Learning	0	0	0	0	0	0	0	0	0
Edward Bain Creative Arts	0	0	0	6	0	2	2	0	0
Edward Bain Dual Language	0	0	0	0	0	0	0	0	0
Forest Park	0	0	0	4	0	1	1	0	0
Frank	1	0	1	72	0	33	52	0	24
Grant	0	0	0	0	0	0	0	0	0
Grewenow	0	0	0	2	0	3	0	0	0
Harborside	0	1	3	0	1	3	0	0	0
Harvey	0	0	0	0	0	0	0	0	0
Hillcrest	0	0	0	0	0	0	0	0	0
Indian Trail	0	0	5	2	0	4	0	0	1
Jefferson	0	0	0	0	0	0	0	0	0
Jeffery	0	0	0	2	0	0	0	0	0
Kenosha 4K (community sites)	0	0	0	0	0	0	0	0	0
Kenosha eSchool	0	0	0	0	0	0	0	0	0
Phoenix Project	0	0	0	0	0	0	0	0	0
KTEC	0	0	0	1	0	3	0	0	0
LakeView	0	0	0	0	0	0	0	0	0
Lance	0	0	0	0	0	0	0	0	0
Lincoln	2	0	2	0	0	1	0	0	0
Mahone	0	0	0	1	0	0	0	0	0
McKinley	0	0	0	0	0	0	0	0	0
Nash	0	0	0	0	0	0	0	0	0
Pleasant Prairie	0	0	0	0	0	0	0	0	0
Prairie Lane	0	0	0	1	0	0	0	0	0
Reuther	1	0	1	1	0	3	0	0	0
Roosevelt	0	0	0	0	0	0	0	0	0
Somers	0	0	0	3	0	7	0	0	0
Southport	0	0	0	0	0	0	0	0	0
Stocker	0	0	0	0	0	0	0	0	0
Strange	0	0	0	0	0	3	0	0	0
Tremper	0	0	1	2	0	2	0	0	0
Vernon	0	0	0	0	0	0	0	0	0
Washington	0	0	0	0	0	0	0	0	0
Whittier	0	0	0	1	0	1	0	0	0
TOTAL	5	1	16	150	1	135	76	0	42

IDEA = Students with disabilities

Non-IDEA = Students without disabilities and students with disabilities served solely under Section 504

S504 = Students with disabilities that are provided with services under Section 504 and are not provided with services under the Individuals with Disabilities Education Act (IDEA)



Italian Heritage Month October 2024

WHEREAS, in 1989, President George H. W. Bush and Congress first proclaimed Italian Heritage Month to celebrate the heritage and achievements Italians have made to American culture; and

WHEREAS, Italians and Italian-Americans have made great contributions to America's society economically, culturally, and politically; and

WHEREAS, Kenosha is home to an Italian-American community that has long contributed to our city's rich history; and

WHEREAS, Italian and Italian-American Heritage Month is held to salute the Italian and Italian-American community and to exhibit appreciation for their culture and heritage that have immeasurably enriched our community, nation and world; and

WHEREAS, corresponding school activities held in October, as well as throughout the school year, will educate students about Italian cultures, traditions and contributions that have impacted business, law, education, politics, science, the arts and more.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim October as Italian Heritage Month in an effort to recognize and honor the contributions Italian and Italian-American people have made on our community, nation and world.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 430
September 24, 2024*

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Polish Heritage Month October 2024

WHEREAS, in 1981, Polish American activists residing in Pennsylvania designated October as Polish Heritage Month; and

WHEREAS, October coincides with the anniversary of Casimir Pulaski's death and when the first Polish settlers arrived at Jamestown, Virginia in 1608; and

WHEREAS, in 1986 a proposal was made at the national Polish American Congress meeting to celebrate Polish Heritage Month nationwide; and

WHEREAS, by observing Polish Heritage Month, we raise awareness of and celebrate the Polish culture, traditions and contributions that have impacted business, law, education, politics, science, the arts and more; and

WHEREAS, celebrating events like Polish Heritage Month remind us of the rich and diverse heritage of our community and beyond.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim October as Polish Heritage Month in an effort to recognize and honor the contributions Polish and Polish-American people have made on our community, nation and world.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 431
September 24, 2024*

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National Bullying Prevention Month October 2024

WHEREAS, bullying is unwanted physical, verbal, written, indirect and electronic behaviors that involve an observed or perceived power imbalance and may be repeated multiple times or is highly likely to be repeated; and

WHEREAS, bullying occurs throughout our community, including in neighborhoods, on playgrounds, at schools, in homes and through technology, such as the internet, social media and cellphones; and

WHEREAS, children who witness or who are victims of bullying often feel less secure, more fearful and intimidated; and

WHEREAS, bullying can have lifelong negative consequences for both those who are victims of bullying and those who bully others; and

WHEREAS, families, schools, youth organizations, colleges, workplaces, places of worship and other groups are responsible for empowering and protecting their members and promoting cultures of caring, respect and safety for everyone; and

WHEREAS, it is time for our community to do its part to help end bullying in Kenosha.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim October as the annual observance of National Bullying Prevention Month as a symbol of our commitment to the ongoing, year-round struggle against bullying.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 432
September 24, 2024*

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**Wisconsin School Board Appreciation Week
October 6-12, 2024**

WHEREAS, Kenosha Unified School District's locally elected board members play a vital role in governing the policies of our excellent public education system and ensuring the district meets state standards for the purpose of attaining the district's vision of becoming Wisconsin's top performing urban school district that is highly regarded for continually exceeding all expectations; and

WHEREAS, the members of the Kenosha Unified School District Board of Education are dedicated to children, learning and the community, and devote many hours of service to public education as they continually strive for improvement, excellence and progress in education; and

WHEREAS, school board members are charged with representing our local education interests by serving as the voice of our community while ensuring compliance with state and federal law; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our school children and community's future; and

WHEREAS, each of our board members want nothing more than to see each student graduate prepared for success, no matter what the future may hold for them.

NOW, THEREFORE, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Kenosha Unified Board of Education by proclaiming October 6-12, 2024, as Wisconsin School Board Appreciation Week.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution 433
September 24, 2024*

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

September 24, 2024

**Tentative Schedule of Reports, Events, and Legal
Deadlines for School Board**

(October-November)

October

- 10/22 - Regular school board meeting

November

- 11/1 - Staff Professional Learning Day, *no students report*
- 11/4 - First Quarter ends
- 11/8 - Staff workday, *no students report*
- 11/12 - Standing Committee Meetings
- 11/19 - Regular School Board Meeting
- 11/27 - 11/29 - Thanksgiving Recess, *schools closed*

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