



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.

Special School Board Meeting

June 12, 2025 at 5 p.m.

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Special School Board Meeting
June 12, 2025
John J. Hosmanek Educational Support Center
3600 52nd St.
Kenosha, WI 53144
5:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. School Board Member In-Service Facilitated by George Steffen, Wisconsin Association of School Boards (WASB) Search and Governance Consultant
 - A. Board and Superintendent Roles and Responsibilities
 - B. Chain of Command
- IV. Agenda Review - June 24, 2025 Regular School Board Meeting
 - A. Policy 3420 - Purchasing (Second Reading/Consent Agenda) 4
 - B. Policy 3800 - Asset Management and Policy 3801 - Inventory 12
(Second Reading/Consent Agenda)
 - C. Approval of Policy 5118 - Promotion/Acceleration and 19
Removal of Policy 5118.1 - Promotion, Policy 5118.3 -
Retention/Acceleration, and Administrative Regulation 5118.3 -
Retention/Acceleration (Second Reading/Consent Agenda)
 - D. Policy 5119 - Third Grade to Fourth Grade Promotion for 34
Students with a Reading Plan (Second Reading/Consent Agenda)
 - E. Policy 6470 - Student Records (Second Reading/Consent 43
Agenda)
 - F. Education for Employment Plan 64
 - G. Contract in Aggregate of \$50,000 with Phoenix Printing for 86
the Printing of K-5 Bridges in Mathematics Student Books
 - H. Board Approved Student User Fees and Recreation 90
Department Fees

I. Changes to Building Permit Fees and Regulations	93
J. Policy 1330 - Facilities Use, Policy 1331 - Classification of Groups Using School District Facilities, and Policy 1333 - Facilities Charges (First Reading)	96
K. 2025-26 Employee Handbook	106
L. Removal of Policy 4229 - Employee Dress and Grooming	169
M. 2025-26 Administrative, Supervisory and Technical Personnel Agreement	172
N. Authorization of Expenditures Prior to Formal Adoption of the Budget	187
V. Views and Comments by the Public	
VI. Adjournment	

Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

Policy 3420 – Purchasing

Background:

The Kenosha Unified School District currently addresses matters relating to procurement and purchasing in Policy 3420 – Purchasing. This policy was last revised in 2018 and is intended to outline purchasing methods and signing authority for contracts and non-contracted purchases. The guidelines enhance accountability, ensure ethical and uniform purchasing practices, and comply with the U.S. Federal Government Uniform Grant Guidance.

Proposal:

In addition to formatting updates and clarifying statements, the administration seeks to increase purchase thresholds in order to align this policy and other related policies closer to the Federal standards.

Purchase Type	Current	Proposed
Micro-Purchase	<\$5,000	<\$10,000
Small Purchase	\$5,000 to \$25,000	\$10,000 to \$75,000
Large Purchase	>\$25,000	>\$75,000

Signing Authority	Current	Proposed
Purchasing Agent	<\$50,000	<\$75,000
Board of Education	>=\$50,000	>=\$75,000

A comparison of Federal Grant thresholds to KUSD and similar school districts is included as Attachment A for reference.

Recommendation

Administration recommends that the Board approve revised Policy and Rule 3420 – Purchasing as a second reading, to be effective July 1, 2025.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa Salo
Accounting Manager

Amy Franz
Purchasing Agent

Entity	Thresholds			
	Board Approval	Micro Purchases	Small Purchases	Bids/Proposals
Federal Government Grants	Greater than \$250,000	Less Than \$10,000	\$10,001 - \$250,000	Greater than \$250,001
School District of Waukesha	Greater than \$150,000	Less than \$25,000	\$25,001 - \$150,000	Greater than \$150,001
Madison Metro	Greater than \$35,000	Less than \$10,000	\$10,001 - \$35,000	Greater than \$35,001 with exceptions
Green Bay SD	Greater than \$250,000	Less than \$10,000	\$10,001 - \$250,000	Greater than \$250,001
Racine Unified	All non-budgeted purchases and contracts	Less than \$10,000	\$10,001 - \$100,000	Greater than \$100,001
KUSD Currently	Greater than \$50,000	Less than \$5,000	\$5,000 - \$25,000	Greater than \$25,000
KUSD Update	Greater than \$75,000	Less than \$10,000	\$10,000-\$75,000	Greater than \$75,000

GFOA does not have anything specific on procurement/bids

POLICY 3420 – PURCHASING

Purchasing in the School District shall be in accordance with federal laws, state laws, accepted purchasing practices, ethical business practices, the District's purchasing guidelines, and be aligned with the District strategic plan.

Purchases of supplies and equipment shall be made through the established requisition procedure. Approved purchase orders shall be required prior to all purchases.

Any public officer or public employee is prohibited from having any private interest in a public contract except as permitted by state law.

LEGAL REF.:

- Wisconsin Statutes
 - Sections 19.59 [Codes of ethics for local government officials, employees, and candidates]
 - 66.0131 [Local governmental purchasing]
 - 66.0607 [Withdrawal or disbursement from local treasury]
 - 66.0901 [Public works contracts, bids]
 - 120.13(5) [School board powers (books, material, and equipment)]
 - 175.10 [Sale to employees prohibited]
 - 946.10 [Bribery of public officers and employees]
 - 946.13 [Private interest in public contract prohibited]
- Code of Federal Regulations (CFR)
 - Section 200 [Uniform Grant Guidance]

CROSS REF.:

- 3121 Financial Accounting
- 3321 Student Activity Funds
- 3422 Exclusivity Agreements with Vendors
- 3430 Payment for Supplies, Equipment and Services
- 3522 Milk Program
- 3711 Improvement or Maintenance Projects
- 3750 Playground Equipment
- 3800 ~~Capital Assets~~ Asset Management
- 3801 Inventory
- 4224 Employee Code of Ethics
- 7330 Construction Contracts, Bidding and Awards, and Change Orders
- 8651 School Board Member Conflicts of Interest
- District Requisition and Purchasing Procedure Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED:

- August 13, 1996
- January 12, 1999
- October 26, 1999
- October 28, 2003
- December 18, 2007
- December 20, 2011
- August 26, 2013
- September 27, 2016
- November 27, 2018
- June 24, 2025

RULE 3420 – PURCHASING

A. Definitions

1. Procurement: the act of purchasing, renting, leasing or otherwise acquiring any supplies, services, equipment or construction. The process includes preparation and processing of a demand as well as the end receipt and approval of payment.
2. Purchase Requisition: the initial purchase request that an employee enters into the District financial accounting software. Once the requisition has made it through the approval process it is printed out or emailed as a purchase order and the order is processed.
3. Quote: the cost for a good or service that an authorized seller or provider offers in good faith. This is a written agreement to sell the product at the stated amount. Generally, this is considered an informal bid.
4. Bid: a formal written offer or response to provide a good or service for a particular price based on specifications in a request for proposal.
5. Goods: tangible items that are bought and owned.
6. Services: intangible acts or activities are paid for. Services can be with or without a formal contract.
- ~~5~~.7. Contract: a voluntary arrangement between two or more parties that is enforceable by law as a binding legal agreement.
- ~~6~~.8. Purchase Order: a document issued by the District that authorizes a purchase transaction. The purchase order sets forth the descriptions, quantities, prices, discounts, date and other terms and conditions.
- ~~7~~.9. Confirming Order: when an order for goods, services, equipment, or construction is placed and an invoice is received before a purchase requisition is processed and the purchase order is created.

B. General

1. The Purchasing Agent will be responsible for the procurement of all District supplies and equipment.
2. In making a selection for purchase, the Purchasing Agent shall attempt to achieve maximum price advantage within quality specifications.

3. Bid specifications and requests for proposals shall be developed for larger dollar volume purchases and will be coordinated between the user and the Purchasing Agent.
4. Continuing efforts shall be made to affect savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the District. Proprietary specifications or source procurement for items that will allow such standardization for security or confidentiality requires the approval of the Purchasing Agent.
5. Impartial and open consideration shall be given to bids and quotes received from vendors. There will be prompt follow-up on questions concerning vendor orders and vendor services. The Purchasing Agent shall maintain an approved vendor list.
6. Authorized employees are encouraged to purchase high quality items and to make purchases of items having a value of less than \$30 out of petty cash, or with department purchasing cards.
7. All ongoing purchases of supplies, materials, maintenance, and repairs should be reviewed annually to obtain and ensure maximum price advantage within quality specifications.
8. The Purchasing Agent shall furnish a current *Requisition and Purchasing Procedure Manual* to all principals and departmental administrators.
9. Verification will be performed on all new vendors so that they are confirmed to have not been debarred or suspended per the Federal Government System for Award Management (SAM).

C. Purchasing Methods

One of the following purchasing methods should be completed before a purchase requisition is entered into accounting information system:

1. Purchases < \$~~105~~,000 (Micro-purchase): A micro-purchase is where the purchase for supplies or services aggregate dollar amount does not exceed \$~~105~~,000. There is no need to solicit competitive quotes if management determines that the price is reasonable. However, when practical, the District should distribute micro-purchases equitably among qualified suppliers.
2. Purchases \$~~5~~10,000 to \$~~7525~~,000 (Small purchase): A small purchase is where the purchase requisition for supplies or services aggregate dollar amount is between \$~~105~~,000 and \$~~7525~~,000. A price or rate quote must be obtained from a minimum of 2 sources. If for whatever reason two quotes are not possible, documentation must be provided on why only one quote was obtained and approved by the Purchasing Agent. **An example of obtaining one quote is using the vendor that wins the State of Wisconsin contract.**
3. Purchases over \$~~7525~~,000 should complete one of the following methods:
 - a. Sealed bids: Sealed bids shall be used for purchases over \$~~7525~~,000. Under this purchase method, formal solicitation is required. An individual, independent of the

bid approval process, shall be responsible for sending out bid requests to vendors, maintaining a record of the bids, documenting the receipt of the quotation and sending letters to all vendors informing them of the bid results. The bid shall be awarded to the responsible bidder based on the evaluation on the basis of District specifications and the lowest in price. In the event of identical bids, and all other conditions being equal, a local manufacturer or business merchant shall be given preference in purchases and contracts.

- b. Competitive Request for Proposals (RFP): Competitive request for proposals shall be used for purchases over ~~\$25~~75,000 and when sealed bids are not appropriate or feasible. Under this purchase method, formal solicitation and fixed-price or cost-reimbursement contracts are required. The contract shall be awarded to the responsible firm whose proposal is most advantageous to the program, with the price being one of the various factors.
- c. Noncompetitive proposals: Noncompetitive proposals are also known as sole-source procurements. If it is not possible to obtain competitive proposals, approval of the Purchasing Agent is required. Documentation of the competitive proposal attempt(s), documentation on why a noncompetitive proposal should be used and the final approval is required to be maintained.
A proposal from only one source can be used under the following conditions:
 - The item is only available from one source; however, this cannot be based on “name brand.”
 - Public emergency makes a sealed or competitive bid process unrealistic.
 - A grant pass through entity expressly authorizes in response to a written request by a grant sub-recipient. This is the case with contracts with the CESA’s and CCDEB’s in the state of Wisconsin.
 - After solicitation of a number of sources, competition is determined to be inadequate.

D. Purchasing and Signing Authority

The levels of authority for purchase approval are as follows:

1. Purchases less than ~~\$50~~75,000:
 - a. The Purchasing Agent shall be authorized to approve and sign on behalf of the District for purchases of supplies, goods, less than \$50,000 for equipment or and services less than \$75,000.

- b. The Purchasing Agent shall be authorized to approve **and sign on behalf of the District for** contracts and renewals less than \$~~50~~**75**,000.
- o Purchases greater than \$~~50~~**75**,000:
 - a. Purchases of \$75,000 and over for supplies, goods, services, and equipment with **no contract or renewal**, shall require the approval of the Budget Manager, the Superintendent's Delegate over the school/department making the purchase and the Purchasing Agent.
 - b. All contracts and renewals of contracts in an aggregate of \$75,000 or more in a fiscal year shall be approved by the School Board, except in the event of an emergency as determined by the Superintendent or Designee.
 - c. All contracts and renewals of contracts in an aggregate of \$75,000 or more shall be reported to the School Board monthly by the Purchasing Agent.
 - d. If a current bid or request for proposal has been previously approved by the Board, the Superintendent or Designee can implement and approve the contract/purchase without further board action.
- o No threshold:
 - a. The Purchasing Agent shall be authorized to approve and sign on behalf of the District for the purchase of contracts for equipment and maintenance agreements in accordance with purchasing procedures discussed in Section C-Purchasing methods above.
 - b. The Purchasing Agent shall be authorized to approve and sign on behalf of the District for the renewal or extension option of an existing contract in accordance with purchasing procedures discussed in Section C-Purchasing methods above.
- ~~o No threshold:~~
 - ~~a. The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures. The Purchasing Agent is authorized to sign on behalf of the District, agreements or contracts for equipment maintenance.~~

E. Purchase Requisitions

1. Once the procurement requirements above have been completed and proper approvals have been obtained, a purchase requisition is entered in the accounting information system.
2. The *Requisition and Purchasing Procedure Manual* includes procedures for preparing, processing, and routing of requisitions; criteria for supply and equipment items; a sample listing of requisition forms in use; and year-end requisitioning procedures.
3. Requisitions shall be reviewed by Finance and Purchasing personnel for authorization, funding, and coding prior to processing the requisition and creating a purchase order by the Purchasing Agent.
4. Confirming orders require advance, written approval from the Purchasing Agent before committing the District to a purchase of supplies or equipment. Failure to

follow proper procedures may result in disciplinary action, personal liability or return of the merchandise. Confirming orders are not encouraged and will not be standard practice.

F. Purchase Orders

1. Once the purchase requisition workflow has been completed, The Purchasing Department will send out the purchase order and send out the purchase order to the vendor for fulfillment of the purchase.
2. The authority for issuing purchase orders is delegated to the Purchasing Agent by the Superintendent.
3. Only approved District purchase order forms shall be used. The *Requisition and Purchasing Procedure Manual* shall include instruction for use of requisition/purchase order forms, distribution of purchase order copies, and a sample of the purchase order form in use.

Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

Policy and Rule 3800 – Asset Management and Policy 3801 - Inventory

Background:

The Kenosha Unified School District currently addresses matters relating to asset management, inventories, and fixed assets in Policy 3800 – Asset Management. This policy was last revised in 2007 and is intended to safeguard assets, enhance accountability, provide uniform financial reporting in compliance with generally accepted accounting principles (GAAP), the Governmental Accounting Standards Board (GASB), the State of Wisconsin Uniform Financial Accounting Requirements (WUFAR), and the U.S. Federal Government Uniform Grant Guidance.

As recipients of significant Federal grants, the District is required to align its policies so that they meet or exceed the most current Federal thresholds. In other words, the District may adopt more stringent policies if desired, as long as the minimum Federal standards are met. Traditionally, this has been the case in KUSD, where the Federal thresholds have kept moving up, but the District policies remained the same.

Proposal:

In addition to position title and formatting updates, administration seeks to increase the KUSD capitalization threshold to \$10,000 from the previous \$5,000 mark in order to align this policy and other related policies closer to the Federal standards. Finally, as a measure of increased transparency, the administration recommends creating a standalone policy to clearly outline inventory-related guidance.

Recommendation

Administration recommends that the Board approve revised and renamed Policy and Rule 3800 – Capital Assets, and approve the creation of Policy 3801 – Inventory, as a second reading, to be effective July 1, 2025.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa Salo
Accounting Manager

Amy Franz
Purchasing Agent

POLICY 3800 – CAPITAL ASSETS MANAGEMENT

The District establishes this policy to safeguard assets, enhance accountability and provide accurate and uniform financial reporting in compliance with generally accepted accounting principles (GAAP), the Governmental Accounting Standards Board (GASB) Statements, the State of Wisconsin Uniform Financial Accounting Requirements (WUFAR) and U.S. Federal Government Uniform Grant Guidance.

~~The Executive Director of Business Services~~ Chief Financial Officer and the Office of Finance shall have capital asset oversight all responsibility, and the authority to establish, modify and delegate internal controls and procedures over capital assets for asset management in the District, including the receipt, warehousing, inventory and disposal of all District supplies and equipment.

The Governmental Accounting Standards Board defines Capital Assets as land, land improvements, buildings, building improvements, vehicles, machinery and equipment, easements, works of art, historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period.

The District shall record capital assets (as defined above) that have an individual cost of \$10,000 or higher and an estimated useful life in excess of one year.

The Chief Financial Officer and the Office of Finance have the authority to determine if a group of capital assets is significant. Government accounting standards state, "It may be appropriate for a government to establish a capitalization policy that would require capitalization of certain types of assets whose individual acquisition costs are less than the threshold for an individual asset." It further states, "Capitalization policies adopted by governments include many considerations such as finding an appropriate balance between ensuring that all significant capital assets, collectively, are capitalized and minimizing the cost of recordkeeping for capital assets. A government should capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are significant." Computers, classroom furniture, and library books are examples of asset types that may not meet a capitalization policy on an individual basis yet could be significant collectively.

In accordance with governmental accounting standards, capital assets must be depreciated over their estimated useful lives. The Chief Financial Officer and the Office of Finance have the authority to determine useful lives based on generally accepted accounting principles. The Chief Financial Officer and the Office of Finance have the authority to determine the appropriate depreciation methodology in accordance with governmental accounting standards.

~~Supplies and equipment shall be received at the central warehouse and delivered in accordance with established administrative procedures.~~

~~Inventories of District property shall be maintained. All items purchased with a value of \$1,000 or greater or a life of three years or more shall receive a tag containing a bar code symbol and the identifying words "Property of Kenosha Unified School District". All items with a value of \$5,000 or greater shall be recorded as fixed assets on the District's financial accounting system.~~

~~Furniture, equipment and supply items~~ **Capital Assets** no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization in quantity lots or by periodically holding public sales. Public notice will be given concerning details for the disposition of these items. **The trade-in value (if applicable) will be considered before an item is disposed of** ~~Non-saleable items will be sold for salvage or destroyed.~~

Textbooks, library books and other instructional materials no longer needed by the District may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

~~Obsolete central warehouse materials shall be disposed of in accordance with established procedures.~~

Any sale of ~~land and~~ property belonging to and no longer needed by the District shall be authorized ~~at the District's annual meeting by the District's Board of Education~~. All monies received from the sale of ~~these items-land or property or salvage materials~~ will be deposited in the General Fund.

Professional appraisers may be used to determine the value of capital assets, if needed.

LEGAL REF.:

- Wisconsin Statutes
 - Sections 120.10(12) [Annual meeting power; sale of district property]
 - 120.12(1) [Board duty; care, control and management of district property]

CROSS REF.:

- 1240 Access to Public Records
- 1330 Use of School Facilities and Grounds
- 1331 Classification of Groups Using School District Facilities
- 1350 Use of District Equipment by Community Groups
- 3121 Financial Accounting
- 3270 Rental and Sale of School-Owned Real Estate
- 3420 Purchasing
- 3801 Inventory
- 3810 Employee Use of District Equipment (Other Than Technology Equipment)
- 3811 Use of District-Owned Technology Equipment by Employees Off District Premises
- 3900 Insurance Management
- 6600 Instructional Resources

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED:

- April 9, 1991
- September 9, 1991
- October 26, 1999
- October 28, 2003
- December 18, 2007
- June 24, 2025

Rule 3800—Capital Assets Management

A. Receipt of Supplies and Equipment

- ~~1. The Distribution and Utilities Manager shall be responsible to the Purchasing Agent for receiving, warehousing and inventory of supplies and equipment in the central warehouse and shall be responsible to the Director of Finance for the delivery of supplies and equipment from the central warehouse.~~
- ~~2. The principal or departmental administrator shall be responsible for the receipt of supplies and equipment delivered to the school or department.~~
- ~~3. Receiving reports shall be signed upon receipt of materials and forwarded to the Purchasing Office.~~
- ~~4. Current procedures for the receipt of supplies and equipment by purchase order, from warehouse stores or by transfer, shall be incorporated into the *Requisitioning and Purchasing Procedure Manual*.~~

B. Inventory of Supplies and Equipment

- ~~1. A physical inventory of all District buildings and equipment, including textbooks and library books, will be made with District staff or by an independent appraisal firm to provide a record for insurance values and for management information. The physical inventory will be updated on a three year rotating basis, with one-third of the inventory being updated annually. The Purchasing Office will furnish the necessary information concerning purchases of new and additional equipment, replacement of equipment, transfers of equipment between buildings, disposal of equipment, and casualty losses of equipment. A report will be provided to the Director of Finance of all fixed assets with a value of \$5,000 or greater. An updated copy of the physical inventory shall be provided to each principal and departmental administrator annually.~~
- ~~2. A physical inventory of all central warehouse items shall be taken annually. The Distribution and Utilities Manager, under the supervision of the Director of Finance, shall be responsible for the warehouse inventory. A record of the number of units received, number of units issued, unit cost, number of units on hand, and value of units on hand will be provided for each stores item.~~
- ~~3. Each principal or departmental administrator will be informed of their responsibilities regarding the physical inventory of supplies and equipment under their charge. The responsibilities are as follows:~~
 - ~~a. Provide written acceptance of the physical inventory of supplies and equipment under their charge at the start of their appointment to the position.~~
 - ~~b. Upon receipt of an updated copy of the physical inventory record for their respective school or department, review it for accuracy and report any discrepancies to the Purchasing Office whenever there is a change in administrative personnel.~~
 - ~~c. Furnish the necessary information on the transfers of equipment on forms located on the District intranet program, Advisor.~~
 - ~~d. Maintain internal inventory records of equipment in classrooms and other areas of the building as part of closing each school year.~~
- ~~4. Information on disposal of equipment will be furnished by the Distribution and Utilities Manager and on casualty losses by the Director of Finance.~~
- ~~5. The Director of Finance shall have the authority to adjust inventory records to reflect variances determined by comparing physical inventory and accounting records.~~

C. Disposal of Furniture and Equipment

- ~~1. The Finance Office is responsible for the disposal or redistribution of items no longer needed by the District in accordance with District policy and established procedures.~~
- ~~2. The Purchasing Department, with the assistance of the Distribution and Utilities Department, will determine whether or not an item is no longer needed by the District. The following factors are to be considered in determining when an item is no longer needed in the District:~~
 - ~~a. The item cannot be repaired~~
 - ~~b. The cost of/to repair is excessive~~
 - ~~c. It is not feasible to use the item for trade in purposes~~
 - ~~d. The item is obsolete~~
 - ~~e. The item has been replaced by a different kind of item, process or procedure~~
- ~~3. Prices will be established by the Purchasing Department, with the assistance of the Distribution and Utilities Department.~~
- ~~4. Arrangements for periodic public sales and sale of salvaged materials will be handled by the Purchasing Department, with the assistance of the Distribution and Utilities Department.~~
- ~~5. The Purchasing Department will maintain a record of each item sold or destroyed and the value received, if any.~~

~~D. Disposal of Textbooks, Library Books and Other Materials~~

- ~~1. The review process for disposal or redistribution of textbooks, library books and other instructional materials will be coordinated by the Purchasing Agent and the Executive Director of Curriculum and Instructional Services. All of the above procedures identified for furniture and equipment disposal will apply.~~
- ~~2. Books/instructional materials for disposal or redistribution will be picked up annually. Detailed information and required forms will be distributed in the spring, each year.~~

~~E. Disposal of Warehouse Inventory~~

- ~~1. Items stored in the Central Warehouse are used on a repetitive basis by a number of schools and departments. When conditions change and an item is no longer needed or shows a low level of activity, the existing stock becomes obsolete. If practicable, the item should remain in stock until a zero balance is reached. This should be done before acquiring stock of a new standard.~~
- ~~2. It is the function of the Purchasing Department to handle obsolete warehouse material. The disposal of obsolete warehouse materials may be handled in one of the following ways:~~
 - ~~a. Return to the manufacturer or supplier~~
 - ~~b. Substitute or exchange for updated material~~
 - ~~c. Scrap and charge off the resulting loss~~

~~— The first method to investigate is to return the material to the supplier. Most vendors will accept the return of good saleable material at its original cost less a restocking charge. Substitutions and exchanges should also be explored. Scrapping should only be done if the cost of attempting to return the material is more than the value of the material.~~

- ~~3. When it is determined a warehouse item is to be scrapped or disposed of, the Purchasing Department will issue a report including the following information:~~
 - ~~a. Quantity and Unit~~
 - ~~b. Description (Part number, Size, Material)~~
 - ~~c. Condition~~
 - ~~d. Date of Purchase~~
 - ~~e. Original Cost~~
 - ~~f. Present Value~~
 - ~~g. Location~~

~~— This information will go to the Director of Finances for final approval. Upon approval, the Purchasing Department will notify the Distribution and Utilities Department to dispose of the material in the same manner as outlined above for furniture and equipment disposal.~~

~~—~~

POLICY 3801 – INVENTORY

The District establishes this policy to safeguard assets, enhance accountability and provide accurate and uniform financial reporting in compliance with generally accepted accounting principles (GAAP), the Governmental Accounting Standards Board (GASB) Statements, the State of Wisconsin Uniform Financial Accounting Requirements (WUFAR) and U.S. Federal Government Uniform Grant Guidance.

Inventories are defined as furniture and equipment that do not meet the definition of a capital asset (item under \$10,000 and has a useful life of under one year) or consists of expendable supplies held for consumption that are material to the financial statements. Such records may be maintained for equipment or supplies considered to be theft-sensitive assets such as, but not limited to, handheld devices, tablets, computers, smart boards, other technology equipment, other equipment, library books, textbooks, food service supplies, warehouse supplies, etc.

The Chief Financial Officer and the Office of Finance shall have the authority to establish, modify and delegate internal controls and procedures over inventories. District inventories are maintained at the department level.

For financial statement purposes, any inventory significant to the financial statements is determined by the Chief Financial Officer and the Office of Finance. The Chief Financial Officer and the Office of Finance have the authority to determine methodology used to record the change in inventory based on generally accepted accounting principles and in accordance with governmental accounting standards.

Federal and state funds may be used to purchase materials and equipment to meet the needs of eligible private school students as allowed by funding sources. It is important to remember that although materials and equipment may be used by the private school, the Local Education Agency (LEA) purchasing the items retain title and must continue to account for the items in its inventory management system.

The District shall require all private schools to implement adequate procedures and internal controls to account for the location, custody, and security of materials and equipment purchased with federal funds for private school use. These procedures must include the proper labeling of materials and equipment purchased with federal funds, and policies and procedures to ensure that private school officials do not use these materials and equipment for non-secular purposes.

A barcode system or other similar inventory tagging system and the identifying words “Property of Kenosha Unified School District” shall be used for technology, textbooks and library material inventory.

Inventories will be updated annually.

Obsolete inventory items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization in quantity lots or by periodically holding public sales. Public notice will be given concerning details for the disposition of these items.

Inventoried materials no longer needed by the District may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

Any sale of obsolete inventory will be deposited into the fund that purchased the item(s). DPI allows sale of furniture and equipment in fund 10, 27, 50 or 80.

Professional appraisers may be used to determine the value of inventoried items, if needed.

LEGAL REF.:

- Wisconsin Statutes
 - Sections 120.10(12) [Annual meeting power; sale of district property]
 - 120.12(1) [Board duty; care, control and management of district property]

CROSS REF.:

- 1240 Access to Public Records
- 1330 Use of School Facilities and Grounds
- 1331 Classification of Groups Using School District Facilities
- 1350 Use of District Equipment by Community Groups
- 3121 Financial Accounting
- 3270 Rental and Sale of School-Owned Real Estate
- 3420 Purchasing
- 3800 Capital Assets
- 3810 Employee Use of District Equipment (Other Than Technology Equipment)
- 3811 Use of District-Owned Technology Equipment by Employees Off District Premises
- 3900 Insurance Management
- 6600 Instructional Resources

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 24, 2025

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Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

**APPROVAL OF POLICY 5118 - PROMOTION/ACCELERATION AND
REMOVAL OF POLICY 5118.1 – PROMOTION,
POLICY 5118.3 - RETENTION/ACCELERATION AND ADMINISTRATIVE
REGULATION 5118.3 – RETENTION/ACCELERATION**

Background

The existing policies 5118.1 – Promotion and 5118.3 - Retention/Acceleration along with Administrative Regulation 5118.3 – Retention/Acceleration were last updated in 1996. Since that time, educational research, state guidance, and the District’s internal processes for identifying and supporting students performing above or below grade-level standards have evolved significantly. These two policies and administrative regulation are being removed; and Policy 5118 - Promotion/Acceleration is being created to reflect these changes. The new policy outlines a more comprehensive and data-informed process for making promotion and acceleration decisions. This process includes analysis of student performance data, consideration of potential risk factors, and required parent/guardian notification and acknowledgment.

This new policy is aligned with, yet distinct from, the newly developed Policy 5119 -Third Grade to Fourth Grade Promotion for Students with a Reading Plan, which is pending adoption.

Recommendation

It is the administration's recommendation that the Board approve Policy 5118 - Promotion/Acceleration, as a second reading at the June 24, 2025, regular board meeting.

Dr. Jeffery Weiss
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer

Mrs. Wendy Tindall
Chief Academic Officer

Mrs. Stacy Cortez
Elementary Math and Science Coordinator

**POLICY 5118
PROMOTION/ACCELERATION**

This policy addresses grade-to-grade promotion and acceleration decisions that are made at any point prior to a student's attendance in any high school program in the District (i.e., prior to the accumulation of credits for high school). This policy only applies to students in grades Kindergarten through 8, except as defined by KUSD Policy and Rule 5119-Third Grade to Fourth Grade Promotion for Students with a Reading Plan. Students in grade 9-12 develop specific schedules and course requests that are respective to any promotion or acceleration scenario.

Decisions about the promotion or acceleration of a student shall be based on factors such as achievement, age, and the well-being of the student. A student who demonstrates academic achievement significantly below or beyond the current grade level standard may be identified by the teacher(s) and/or parent/guardian.

Administration is expected to implement this policy and, in conjunction with other instructional staff members, make the promotion and acceleration decisions for individual students. If a student's parent or guardian disagrees with a District decision regarding promotion or acceleration, the parent or guardian may submit a written request for reconsideration to the Chief Academic Officer. Except as otherwise required by law, the decision of the Chief Academic Officer following such a request shall be final.

Process for Making Promotion or Acceleration Determinations

A two-step process will carefully consider all relevant factors for making promotion or acceleration determinations in a structured approach that ensures a fair and thorough evaluation of each student's academic progress. Step 1 involves a data analysis and risk consideration to determine whether the student meets the standard criteria. Step 2 involves notifying the parents or guardians of the decision and obtaining their acknowledgment, ensuring that they are informed and involved in the process.

The team refers to the principal, parent or guardian, and no less than two additional school/district representatives who have knowledge of the student's academic progress. School representatives must include the principal or designee and may include, but are not limited to: the teacher of record, a staff member who has provided additional support and conducted progress monitoring, and a student services professional with knowledge of the social and emotional implications of withholding promotion or accelerating a student.

Step 1: Data and Risk Considerations

The team will consider all available data demonstrating the student's academic progress and response to intervention and enrichment. This data analysis will be used for decisions regarding promotion and acceleration. This data may include, but is not limited to, the most recent and

**POLICY 5118
PROMOTION/ACCELERATION
Page 2**

previous state assessment data, universal screener data, longitudinal data, diagnostic assessment data, progress monitoring data, classroom data, and observations and data related to the student's social, emotional, and behavioral functioning.

The team will also identify if any Good Cause exceptions apply to the student. If any of the following Good Cause exceptions are applicable to the student, they will be considered when making a decision on promotion.

1. A student who is a Multilingual Learner (defined for this purpose as a student whose “ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty ... in performing ordinary classwork in English as a result of such limited English language proficiency”).
2. A student who has an individualized education plan (IEP).
3. A student who receives services under section 504 of the Federal Rehabilitation Act that indicates that the pupil has intensive interventions.
4. A student who has received intensive intervention for two or more school years.
5. A student who was previously retained.

Decisions on whether to promote a student with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and as required by other applicable law.

If withholding promotion or acceleration is considered, the team will convene and review the following in order to reach consensus regarding the decision for the student:

1. Student data that led to a recommendation.
2. Long-term risks of this recommendation (withhold promotion, acceleration) to the student's parent or guardian.

Step 2: Parent/Guardian Notification and Acknowledgement

After reviewing all data and considerations, representatives from the school/district will notify the Chief Academic Officer of the recommendation for the student (withholding promotion, acceleration). The Chief Academic Officer will review the process and make a final

**POLICY 5118
PROMOTION/ACCELERATION
Page 3**

determination. The principal will notify the parent or guardian of the decision and outline available services and supports. The principal will document parent or guardian notification of the decision.

If the student's parent(s) or guardian(s) disagree with the District's decision under this policy, they may request reconsideration. The Chief Academic Officer or designee will modify the initial decision only if, upon a review of all relevant and reasonably available information, they conclude that the policy was applied incorrectly.

Nothing in this policy or in the related criteria and procedures shall be interpreted in a manner that would interfere with or detract from a student's or parent's rights under any applicable state or federal law or from the authority of the student's IEP team.

Legal References:

Wisconsin Statutes

<u>Section 118.24(2)(a)</u>	[district administrator authority to manage the promotion of students]
<u>Section 118.33(6)(a)</u>	[policy requirement for 4 th and 8 th grade promotion criteria]
<u>Section 118.33(6)(cm)</u>	[policy requirement for kindergarten to 1 st grade promotion criteria]

CROSS REF.: 5110.1 Student Equal Opportunity, Non-Discrimination, and Anti-Harassment in Education

5119 Grade 3 to Grade 4 Promotion for Students With a Reading Plan

6421 Services for Students with Disabilities

6426 Student Program or Curriculum Modifications

6427 Individual and Remedial Services

6452 Student Progress Reporting

Special Education Program and Procedure Manual

Created: June 24, 2025

RULE 5118
PROMOTION/ACCELERATION

Process for Making Promotion Determinations

1. A KUSD representative shall be responsible for promptly informing the student's parent or guardian that the District has identified the student as being at risk of possible retention. Reasonable efforts shall be made to provide this information to the parent or guardian.
2. The decision process may occur at one or more team meetings and/or through a series of communications.
3. A data analysis process shall be applied by the team, as defined in Policy 5118, to initially identify students in grades K through 8 who are at risk of promotion being withheld, except as defined by Policy 5119 Grade 3 Promotion Policy. The following components will be considered to the extent reasonably available:
 - a. The student's academic progress to date, with no single test or assessment result serving as the sole measure of the student's progress.
 - b. Interventions that have been implemented for the student to date, the extent to which the student was able to fully participate in those interventions, and the student's response to those interventions, including especially whether the student's learning gaps relative to applicable grade-level academic standards were materially narrowed, grew wider, or stayed about the same.
 - c. At least a tentative identification of available interventions (e.g., instructional modifications, services, and supports) that the District would be likely to provide to the student under both a retention outcome and under a promotion outcome.
 - d. Relevant non-academic factors affecting the student, such as potential impacts of the decision on a student's social relationships, social development, and self-perception, which should be identified and evaluated with input from relevant staff and, if available and willing to provide such information, the student's parent(s), guardian(s), or other caregiver(s).
 - e. Long-term risks of withholding promotion to the student's parent or guardian. Such risks may include, but are not limited to, the following:
 - i. Students who are not promoted are more likely to have adverse outcomes, including dropping out of school and obtaining lower paying jobs in the future. (Cockx, B., Picchio, M., & Baert, S. 2018; Hughes, J.N., West, S.G., Kim, H., & Bauer, S.S. 2018)

**RULE 5118
PROMOTION/ACCELERATION
Page 2**

- ii. Students who are not promoted are more likely to experience emotional distress. (Buckmaster et. al. 2024; Carlton & Winsler 1999; Demanet & Van Houtte 2016; Goos et al. 2013b; Carlton, M. P., & Winsler, A. 1999; Jimerson & Ferguson 2007; Lavrijsen & Nicaise 2017; Martin 2009; Martin 2011)
 - iii. Students who are not promoted are more likely to have lower socioeconomic status and more likely to be eligible for government assistance. (Goos, M., Pipa, J., & Peixoto, F. 2021)
 - iv. Students who are not promoted are at higher risk for future criminal behavior. (Eren, O., Lovenheim, M., & Mocan, H. 2022)
- 4. A final decision regarding promotion or retention need not be made until after the end of the normal school term, or, if the student is participating in summer school in an effort to become eligible for promotion, until after the completion of the student's summer school program.
- 5. When a student has been enrolled in District schools for less than the entire school term prior to an applicable promotion decision for the next school term, the administration shall use its discretion to identify and apply relevant academic criteria that are reasonably available for the student in question and use decision-making procedures and timelines for promotion and retention decisions that are practical in light of the student's actual date of enrollment.
- 6. Following the completion of the data analysis process and prior to making any final decision, the team shall hold a meeting involving the Chief Academic Officer or designee and, if reasonably available, the student's parent(s) or guardian(s).
- 7. Upon the principal notifying the parent or guardian of the decision and outlining the available services and supports, one of the following choices will be made if withholding promotion is the recommendation.
 - a. The parents or guardians and school/district representatives agree that withholding promotion (with applicable services/supports) is more appropriate than promotion and the student's parent or guardian gives written consent for withholding promotion, which will be recorded.

RULE 5118
PROMOTION/ACCELERATION
Page 3

- b. The parents or guardians disagree that withholding promotion is more appropriate than promotion with support and services, then the student is promoted. Written parent disagreement for withholding promotion will be recorded.

Process for Making Acceleration Determinations

The Kenosha Unified School District recognizes a need for educational alternatives for students who demonstrate advanced academic achievement. The purpose of acceleration is to place students at the level of their demonstrated competence either through content or grade-level acceleration.

1. A data analysis process shall be applied by the team, as defined in Policy 5118, to initially identify students in grades K through 8 who are candidates for subject or grade-level acceleration. The following components will be considered to the extent reasonably available:
 - a. The student's academic progress to date, with no single test or assessment result serving as the sole measure of the student's progress.
 - b. District Curriculum enrichment opportunities that have been implemented for the student to date, the extent to which the student was able to fully participate in those enrichment opportunities, and the student's response to those enrichment opportunities, including especially whether the student's learning strengths relative to applicable grade-level academic standards were materially increased or stayed about the same.
 - c. Relevant non-academic factors affecting the student, such as potential impacts of the decision on a student's social relationships, social development, and self-perception, which should be identified and evaluated with input from relevant staff and, if available and willing to provide such information, the student's parent(s), guardian(s), or other caregiver(s).
 - d. Long-term risks of acceleration to the student.
2. The decision process may occur at one or more team meetings and/or through a series of communications.

RULE 5118
PROMOTION/ACCELERATION
Page 4

3. Following the completion of the data analysis process and prior to making any final decision, the team shall hold a meeting involving the Chief Academic Officer or designee and, if reasonably available, the student's parent(s) or guardian(s). At this time, the principal will make a determination, outline supports, and notify the parent/guardian.

If a parent or guardian believes that the District has not followed its policies or procedures related to promotion or acceleration decisions, or that the District has made an incorrect decision in regard to the promotion or acceleration of a student, the student's parent or guardian may appeal the decision to the Chief Academic Officer. Such appeals should be submitted in writing to the Office of Teaching and Learning as soon as reasonably possible after the parent or guardian is informed of the District's decision, but no more than 30 days after being notified of the decision by the principal.

~~POLICY 5118.1~~
~~PROMOTION~~

~~Promotion is the action that advances a student from one grade to the next on the basis of demonstrated academic accomplishment.~~

~~Generally, students are promoted at the close of the school year.~~

~~Students may be promoted from one grade to another at other times provided that the quality of the work warrants it. Such promotions will take place only after appropriate staffing, and parent/guardian conferences.~~

~~The principal will have the authority to promote students. Records will be kept of all promotions. The parent/guardian will be informed of these actions.~~

~~**AFFIRMED:** August 13, 1991—~~

~~**AMENDED:** November 26, 1996——~~

POLICY 5118.3
RETENTION/ACCELERATION

~~Students will normally progress through the grades on an annual basis. Exceptions to this progression will be made when it is deemed in the best interests of the student's academic achievement.~~

~~Retention is providing the student with another opportunity to gain or reinforce learning based on the adopted course of study and objectives, by being reassigned to the same grade level.~~

~~Acceleration is providing the student, who has advanced academic achievement, with a more appropriate learning environment by being reassigned to a higher grade level.~~

~~A request for retention/acceleration may be initiated by a parent/guardian or by school personnel. The principal will have the authority to retain and accelerate students. Records will be kept of all retentions/accelerations. The parent/guardian will be informed of this placement.~~

~~No student shall be retained/accelerated more than once without written authorization of the Executive Director of School Leadership.~~

~~Grade promotion pertains to students in grades K-8. A major component of the achievement monitoring process at the high school level will be mandated tutorial as part of the District graduation requirements.~~

~~**AMENDED:** August 13, 1991~~
~~November 26, 1996~~

RULE 5118.3
RETENTION/ACCELERATION

~~Retention/acceleration of a student shall be based on factors such as achievement, age, and the well-being of the student.~~

~~All schools have the goal of providing a successful and rewarding educational experience for all students. As part of this responsibility, it is necessary to identify early those students who appear to be inappropriately placed and devise a plan to assist them with their educational program. It is the responsibility of the principal to determine if a student will be promoted/accelerated to the next higher grade, retained with appropriate placement at the student's current grade, or directed to a remediation procedure.~~

~~Retention~~

~~A student who exhibits serious academic deficiencies and/or who is not working commensurate with ability may be identified by the teacher(s) and/or parents/guardians. An assessment instrument such as the Light Retention Scale, will be administered to determine whether retention should be considered. If the response is affirmative, the student will be staffed at the building level. The Building Level Student Intervention Team will make a recommendation regarding retention.~~

~~Parents/guardians will be notified in writing of the possibility of retention at the first stage of the identification process and will be involved at all succeeding stages. Upon the recommendation for retention, a completed Retention Form will be discussed with the parent/guardian. The parent/guardian will be asked to sign the form and will be given a copy.~~

~~Acceleration~~

~~A student who demonstrates exceptional academic achievement for the current grade placement is not essentially challenging may be identified by the teacher(s) and/or parent/guardian. A review of grades, test results, and other achievement criteria will be completed. The student will be staffed at the building level. The staffing committee will make a recommendation regarding acceleration.~~

~~Parents/guardians will be notified in writing of the possibility of acceleration at the first stage of the identification process and will be involved at all succeeding stages. Whenever a recommendation for acceleration is made, a completed Acceleration Form will be discussed with the parent/guardian. The parent/guardian will be asked to sign the form and will be given a copy.~~

~~Appeal Procedure~~

~~Any parent/guardian who wishes to appeal the principal's decision regarding placement may do so by written request to the Superintendent of Schools/designee within three (3) weeks of the notification of such a decision.~~

ADMINISTRATIVE REGULATION

ADMINISTRATIVE REGULATION 5118.3 RETENTION/ACCELERATION

RETENTION—ELEMENTARY GRADES—K-5

Each elementary school will utilize the following procedures in deciding the retention of a student:

1. Any student achieving substantially below the appropriate grade level will be considered for retention through the building level staffing process. Students will not be considered for retention for non-academic reasons such as behavioral management difficulties, lack of motivation, punishment, etc
2. It is strongly recommended that whenever possible retentions be limited to kindergarten, grade 1, and grade 2 with other interventions used to address lack of progress at higher grade levels. When lack of progress continues, retention may be considered at the higher grade levels.
3. A child may not be retained more than once without approval from the Superintendent/designee.
4. The academic progress of students with disabilities or 504 Accommodation plans will be addressed in the respective educational plans.
5. The following procedures will be used when a student is being considered for retention:
 - a. After the principal the names of students whose academic progress warrants a Student Intervention Team (SIT) meeting to determine early intervention approaches to be instituted. This staffing, with parent notification and involvement, will be arranged for all referred students. Relevant data such as the following is to be presented at the SIT meeting:
 - Specific skill deficits and strengths in subject areas and interventions utilized by the classroom teacher,
 - Interventions utilized by other staff,
 - Test results and progress grades for current and previous year, assessment results from in-class learning activities including a portfolio of student classwork,
 - Summary of parent teacher contacts regarding student's academic progress, and
 - Health records and attendance records wherever relevant.
 - b. Based on the SIT meeting, a written plan will be developed to address the student's lack of achievement. Such a plan will include recommendations for intervention considerations, i.e., school and/or District resources, special tutoring, tutorials, summer school attendance, etc. The parent/guardian will indicate in writing acknowledgment of the plan. The plan will be monitored by the teacher and principal with a review meeting held with the parent by the end of the third marking period. This meeting will include an analysis of the student's progress as well as a discussion of the available assessment data.
 - c. At the end of the third marking period teachers will submit to the principal a list of students who will be considered for retention. At this time the parent/guardian will be notified in writing that retention is being seriously considered and a parent/guardian conference will be scheduled.
 - d. Prior to the end of the school year a final SIT meeting will be held to determine whether the child is to be retained. The "Light Retention Scale" or a similar instrument may be administered before a final decision is made regarding retention.

If retention is recommended at the SIT meeting, the Retention Form will be completed and discussed with the parent/guardian prior to the end of the school year. The parent/guardian will be asked to sign the form and will be given a copy. An additional copy of the signed form will be placed in the student's cumulative folder and a copy sent to the Superintendent/designee. Any

~~conditions regarding the retention such as reconsideration after summer school or during the next school year will be noted on the Retention Form.~~

- ~~6. Parent/guardian approval for retention will generally be considered necessary for successful implementation of the retention.~~
- ~~7. If a retention is recommended without parent/guardian approval, the parent/guardian will have the right to appeal that recommendation to the Superintendent/designee.~~
- ~~8. The retention will be noted on the student's report card. Summaries of all staffings will be placed in the student's record for~~

~~ACCELERATION GRADES K-8~~

~~The Kenosha Unified School District recognizes a need for educational alternatives for students who demonstrate advanced academic achievement. The purpose of acceleration is to place students at the level of their demonstrated competence. There are two types of acceleration that may be appropriate for academically talented students. One is vertical acceleration in which a student moves through the regular curriculum sequence at an advanced pace. The second is horizontal acceleration in which the depth and breadth of a curricular area is explored in more detail.~~

~~Each school will utilize the following procedures in deciding either the grade or subject acceleration of a student:~~

- ~~1. A student may be referred for grade, subject, or course sequence acceleration by a teacher, any other school district professional, or parent(s)/guardian(s) by using the District acceleration form.~~
- ~~2. Decisions regarding acceleration of students will be handled through the building level staffing process.~~
- ~~3. Appropriate challenges within the classroom structure will be used as the first alternative in the development of a student's acceleration plan.~~
- ~~4. An evaluation of the student's potential to benefit from subject acceleration or advanced grade placement shall be required. Pertinent data, staff observations, and documented academic performance will be considered in the decision concerning acceleration. To be considered for acceleration, the student should meet the following criteria:~~
 - ~~1. Based on an evaluation by the school counselor or other appropriate staff, the student indicates a desire to be accelerated.~~
 - ~~2. Based on the building staffing, it is concluded that the socio-emotional maturity of the student is at a level where acceleration is desirable.~~
 - ~~3. Demonstrated exceptional achievement levels in classwork as evidenced by at least one of the following:~~
 - ~~• 95th percentile on a scholastic aptitude test,~~
 - ~~• Academic performance level which is two to four years above current grade level on standardized achievement tests,~~
 - ~~• Above average performance on end of course or grade tests administered by a teacher of the current grade or subject in which the student is enrolled.~~

~~If needed, the recommendation will be referred to the appropriate staff (school psychologist, talent development program consultant, counselor) for additional evaluation.~~
- ~~5. A conference will be held with all involved personnel including the student's parents/guardians, the student, teacher(s) and the talent development program coordinator to recommend appropriate placement. The building principal will decide if the placement decision is appropriate. The principal's decision may be appealed to the Superintendent/designee.~~

6. If the student will be advancing to a different level from one school to another, i.e., elementary to middle high school, administration and counseling staff of both schools will be involved in the planning process. The receiving teacher will conduct an ongoing evaluation.
7. All grade, subject, or course acceleration decisions shall be made on a trial basis based on the report card grading schedule. In the case of grade acceleration, a staffing will be held to review the student's progress. At the end of a three month trial period, the receiving teacher will assess the student's progress to ensure that the proper placement has been made. If academic or adjustment difficulties occur, the committee will reconvene to determine appropriate placement.

RETENTION—MIDDLE HIGH SCHOOL, GRADES 6-8

Each middle school will utilize the following procedures in deciding the retention of a student.

1. Any student who is experiencing lack of academic success in grades 6, 7 and 8 as indicated by course grades will be considered for retention through the building level Student Intervention Team (SIT) meeting process.
2. Students will not be considered for retention for non-academic reasons such as behavioral management difficulties, lack of motivation, punishment, etc.
3. A student may not be retained more than once without approval from the Superintendent/designee.
4. The academic progress of students with disabilities or 504 Accommodations will be addressed in the respective educational plans.
5. At the end of the first quarter or as soon as evident, any student with two or more failures in academics or full year courses will be staffed to determine the need for early intervention approaches. The following information will be presented for each student being considered for intervention/retention:
 - Specific skill deficits and strengths in subject areas and interventions utilized by the classroom teacher,
 - Interventions utilized by other staff,
 - Test results and progress grades for current and previous year, assessment results from in-class learning activities including a portfolio of student classwork,
 - Summary of parent teacher contacts regarding student's academic progress, and
 - Health records and attendance records wherever relevant.
6. Classroom teachers, AS PART OF THE sit Team, will develop a plan with specific recommendations/modifications to address the students lack of achievement in those subjects where retention may be considered. Such a plan will include recommendations for intervention considerations, i.e., school and/or District resources, tutorials, summer school attendance, etc. The parent/guardian will indicate, in writing, acknowledgment of the plan. The plan will be monitored by the assigned SIT Team member. The parent/guardian will be notified in writing no later than the end of the second marking period that there are concerns regarding the educational progress of the student and that there is a strong possibility of retention. A parent/guardian teacher conference will be scheduled.
7. At the end of the school year, a review of the student's academic progress will be conducted as part of a SIT Team review. Any student failing all four academic classes will be recommended for retention. Parent/guardian will be notified that retention is being recommended.
8. Students with fewer academic failures or failure in other full year subjects will be given the option of making up a minimum of two deficiencies in summer school. The third deficiency may be made up during the following year if the student has successfully completed summer school.
9. A Retention Form will be completed with a copy placed in the student's record folder and a copy sent to the Superintendent/designee. Any conditions regarding the retention such as reconsideration after summer school or during the next school year should be noted on the Retention Form. Summaries of all SIT meetings will be placed in the student's record folder.

- ~~10. Parent/guardian approval for retention is generally considered necessary for successful implementation of the retention.~~
- ~~11. If a retention is recommended without parent/guardian approval, the parent may appeal that recommendation to the Superintendent/designee.~~
- ~~12. The retention will be noted on the student's permanent record card. Summaries of all SIT meetings will be placed in the student's record folder.~~

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Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

POLICY 5119 - Third Grade to Fourth Grade Promotion for Students with a Reading Plan

Background

Act 20 requires school districts to create a policy for third grade students who have not yet exited their reading plan by the end of third grade. The promotion policy outlines a structured process to determine promotion eligibility. This includes the process for making promotion determinations, analyzing student progress data and risk considerations, and parent/guardian notification and acknowledgement.

Recommendation

It is the administration's recommendation to approve Policy 5119 - Third Grade to Fourth Grade Promotion for Students with a Reading Plan as a second reading at the June 24, 2025 regular board meeting.

Dr. Jeffery Weiss
Superintendent of Schools

Mrs. Wendy Tindall
Chief Academic Officer

Mr. Kristopher Keckler
Chief Information Officer

Mrs. Mary Hoover
Coordinator of Elementary English Language Arts

POLICY 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING PLAN

Section 1: Promotion Policy

The Kenosha Unified School District adopts this third to fourth Grade promotion policy as of July 1, 2025 to take effect beginning with third Grade students at the end of the 2026-27 school year.

For any student who has not exited their personal reading plan by the end of the student's third grade year, the school/district will engage in a structured process to determine eligibility for promotion to fourth grade. This process will carefully assess the factors that led to the student's lack of completion of their personal reading plan and explore alternative strategies to retention that can support the student to achieve reading proficiency. This process is described in Rule 5119.

Section 2: Process for Making Promotion Determinations

For any student who has not exited their personal reading plan by the end of the third grade year, the team will engage in a process to consider the needs of each student regarding promotion to fourth Grade. This process will carefully consider all relevant factors that contributed to the student being identified as at-risk by the Early Literacy Screener and alternatives to retention that can help support the student to achieve reading proficiency. The three-step process for making promotion determinations is a structured approach that ensures a fair and thorough evaluation of each student's academic progress. Step 1 involves identifying if any good cause exceptions apply, which are specific circumstances that may allow a student to be promoted despite not meeting the standard criteria. Step 2 focuses on determining whether the student will be promoted to the next grade, in this case, fourth grade, or if retention is necessary to provide the student with additional support. Finally, Step 3 involves notifying the parents or guardians of the decision and obtaining their acknowledgment, ensuring that they are informed and involved in the process. The process is described in more detail in Rule 5119.

Team: As defined by Wis. Stat. §.115.76(12), the team in this case refers to the principal, parent or guardian, and no less than two additional school/district representatives who have knowledge of the reading instruction and interventions provided to the student and how the student responded. School representatives must include the principal or designee and may include, but are not limited to: the teacher of record, the district/school reading specialist, a staff member who has provided additional reading support and conducted progress monitoring, and a student services professional with knowledge of the social and emotional implications of grade retention.

Step 1: Good Cause Exceptions:

Identify if any "good cause" exceptions apply to the student. Section 118.33(5m)(b) of the state statute allows, but does not require, the District to apply a "good cause" exception to providing

POLICY 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING PLAN

Page 2

the notification, services, supports, and/or progress monitoring (as listed above) to certain students who would otherwise be eligible. If any of the following are applicable to the student, the student may be promoted.

1. Students who are multilingual learners as defined for this purpose as a student whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English language proficiency.
2. A student who has an individualized education plan (IEP) that indicates that neither taking the statewide third grade standardized reading assessment nor taking the universal reading screening assessment or diagnostic reading assessments administered under state law is appropriate for the student.
3. A student who has an IEP or a plan to provide accommodations or services under section 504 of the Federal Rehabilitation Act that indicates that the pupil has received intensive intervention in reading for more than two years if the student continues to demonstrate a deficiency in reading and was previously retained in kindergarten, first, second, or third grade.
4. A student who scores as proficient in reading on an alternative standardized assessment approved by the Wisconsin Department of Public Instruction
5. A student who has received intensive intervention in reading for two or more school years and continues to demonstrate a deficiency in reading.
6. A student was previously retained in kindergarten, first, second, or third grade.

Step 2: Data and Risk Considerations:

The team will consider all available data demonstrating the student's response to reading instruction and intervention and data demonstrating the student's progress towards meeting personal reading plan goals. This data analysis will be used to determine if promotion or retention is recommended. This data may include, but is not limited to, the most recent and previous universal reading screener data, longitudinal data, diagnostic reading assessment data, progress monitoring data, classroom data, and observations and data related to the student's social, emotional, and behavioral functioning.

POLICY 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING PLAN

Page 3

If retention is considered, the team, including the student's parent or guardian, will convene and review the following in order to reach consensus regarding retention for the student:

1. Student data that led to a recommendation for retention.
2. Long-term risks of retention to the student's parent or guardian. Such risks may include, but are not limited to, the following:
 - a. Students who are retained are more likely to have adverse outcomes, including dropping out of school and obtaining lower paying jobs in the future (Cockx, B., Picchio, M., & Baert, S. 2018; Hughes, J.N., West, S.G., Kim, H., & Bauer, S.S. 2018);
 - b. Students who are retained are more likely to experience emotional distress (Buckmaster et. al. 2024; Carlton & Winsler 1999; Demanet & Van Houtte 2016; Goos et al. 2013b; Carlton, M. P., & Winsler, A. 1999; Jimerson & Ferguson 2007; Lavrijsen & Nicaise 2017; Martin 2009; Martin 2011);
 - c. Students who are retained are more likely to have lower socioeconomic status and more likely to be eligible for government assistance (Goos, M., Pipa, J., & Peixoto, F. 2021);
 - d. Students who are retained are at higher risk for future criminal behavior (Eren, O., Lovenheim, M., & Mocan, H. 2022); and
 - e. Students who are retained do not achieve increased academic achievement and make less progress compared to other students (Silberglitt, B., Appleton, J., & Burns, M., & Jimerson, S. 2006).

Step 3: Parent Notification and Acknowledgement:

After reviewing all data and considerations, representatives from the school/district will make a recommendation of promotion or retention to the student's parent or guardian. In either case, the parent or guardian will be informed of the services and supports and will acknowledge receipt of the communication.

One of the following choices will be made if retention is the recommendation after engaging in the review process designated in Rule 5119:

POLICY 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING PLAN

Page 4

1. The parents or guardians and school/district representatives agree that retention (with applicable services/supports) is more appropriate than promotion to fourth grade and the student's parent or guardian gives written consent for retention, which will be recorded.
2. The parents or guardians disagree that retention (with applicable services/supports) is more appropriate than promotion to fourth grade and the student is promoted to fourth grade with support and services. Written parent disagreement for retention will be recorded.

If the student's parent(s) or guardian(s) disagree with the District's promotion or retention decision under this policy, they may request reconsideration. The Chief Academic Officer or designee will modify the initial decision only if, upon a review of all relevant and reasonably available information, they conclude that the policy was applied incorrectly.

Section 3: Post Promotion Mandates and Exemptions

Per Wis. Stat. §118.33(5m)(a), for any student who did not complete the personal reading plan and is promoted to fourth grade after the determination process the district will:

1. Provide the student with the applicable intensive instructional services and supports during fourth grade.
2. Monitor the student's progress with respect to the student's development of reading skills using the district's progress monitoring platform.
3. As a further service/support, offer the student an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Legal References:

Wisconsin Statutes

<u>Section 118.016(1)(a)</u>	[definition of "at risk" with respect to reading readiness assessments]
<u>Section 118.016(5)(d)</u>	[completion of a personal reading plan by a third grade pupil]
<u>Section 118.15(1)(d)</u>	[parent requests for program and curriculum modifications]
<u>Section 118.24(2)(a)</u>	[district administrator authority to manage the promotion of students]
<u>Section 118.33(5m)</u>	[post-promotion service and support mandates for certain students promoted to fourth grade; good cause exceptions]
<u>Section 118.33(6)(a)</u>	[policy requirements for third, fourth, and eighth grade promotion criteria]
<u>Section 118.33(6)(cm)</u>	[policy requirement for kindergarten to first grade promotion criteria]

POLICY 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING PLAN

Page 5

Section [reading interventions and remedial reading services must be provided to certain
121.02(1)(c) students in kindergarten through grade 4]

Wisconsin Administrative Code

Section PI 13.09(1) [limitations on using test results and test exemptions to make
promotion and retention decisions for students with limited English proficiency]

Wisconsin Association of School Boards

345.41 Sample Policy 1, 2, and 3 and Sample Rule 1 and 2

CROSS REF.: 5110.1 Student Equal Opportunity, Non-Discrimination, and Anti-Harassment in
Education

5118.1 Promotion Acceleration and Retention

6421 Services for Students with Disabilities

6426 Student Program or Curriculum Modifications

6427 Individual and Remedial Services

Special Education Program and Procedure Manual

Created: June 24, 2025

Rule 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A READING
PLAN

Process for Making Promotion Determinations

1. A District representative shall be responsible for promptly informing the student's parent or guardian that the District has identified the student as being at risk of possible retention.
2. The decision process may occur at one or more group meetings and/or through a series of communications.
3. The following components will be considered to the extent reasonably available:
 - a. The student's academic progress to date, with no single test or assessment result serving as the sole measure of the student's progress;
 - b. Interventions that have been implemented for the student to date, the extent to which the student was able to fully participate in those interventions, and the student's response to those interventions, including especially whether the student's learning gaps relative to applicable grade-level academic standards were materially narrowed, grew wider, or stayed about the same;
 - c. At least a tentative identification of available interventions (e.g., instructional modifications, services, and supports) that the District would be likely to provide to the student under both a retention outcome and under a promotion outcome;
 - d. Relevant non-academic factors affecting the student, such as potential impacts of the decision on a student's social relationships, social development, and self-perception, which should be identified and evaluated with input from relevant staff and, if available and willing to provide such information, the student's parent(s), guardian(s), or other caregiver(s).

If after reviewing the data and any of the following criteria are applicable to the student, the student shall be promoted.

1. The student has exited a reading plan because they met the criteria of adequate growth on the Early Literacy Screener and has achieved "meeting" or "advanced" expectations on the state-approved summative assessment during the third grade administration. The student will be promoted to fourth grade with applicable supports and services.
2. The student has shown growth as measured through weekly progress monitoring and demonstrates reading proficiency through multiple measures, but did not yet meet adequate growth and/or has not achieved "meeting" or "advanced" as defined on the state-approved summative assessment during the third grade administration. The team will consider additional

Rule 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A
READING PLAN

Page 2

factors along with assessment to consider a holistic review of the best interests of the student. The student will be promoted to fourth grade with applicable supports and services. The student's parent or guardian gives written consent to promotion.

3. If the student were to be promoted with available interventions, the District would be able to provide the student with at least a realistic opportunity to (1) participate in the fourth grade general curriculum in a meaningful manner and (2) make more than negligible progress in reducing the gap(s) that exist between the student's present level of academic progress and grade-level standards (i.e., with a "realistic opportunity" meaning that it is reasonable to think that those academic outcomes would be possible, not that those outcomes are assured or even highly likely).

4. The student's noncompletion of the student's personal reading plan was not primarily due to the student's lack of reading proficiency. Other factors or "good cause" exceptions as described in Policy 5119/Section 2 have been identified, and when applicable, the appropriate support and services will be provided in conjunction with promotion.

5. The district/school will not deny any English learner advancement to fourth grade solely based on level of language proficiency (Wis. Admin. Code §13.09(1)(b)). The team may conclude that promotion (with applicable services/supports) is in the best interest of a student even if the team also concludes, based on clear documentation, that the student was unable to complete their personal reading plan primarily due to the student's lack of reading proficiency.

6. The school/district representatives recommend retention, but the student's parent or guardian does not consent to retention. Regardless of any other facts, circumstances, or analysis, the student is promoted to fourth grade with appropriate supports and services. The student's parent or guardian gives written consent to promotion.

7. Any student who enrolls as a third grade student late in the school term without any accompanying record of a personal reading plan (i.e., after the final annual administration of the universal screening assessment and, potentially, also after the third grade Forward Exam) shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

8. If a student transfers into a school enrolled as a fourth grade student and the provided records indicate the student may have met requirements to be retained in third grade, the school district will provide adequate and necessary supports, including but not necessarily limited to the intensive instructional services, supports, progress monitoring, and parent notification referenced under Wis. Stat. §118.33(5m)(a).

Rule 5119

THIRD GRADE TO FOURTH GRADE PROMOTION FOR STUDENTS WITH A
READING PLAN
Page 3

9. If a student was previously retained in kindergarten, first, second, or third grade, they shall be promoted.

10. If a student's IEP includes alternative academic content and achievement standards in reading, math, or both, then the student shall be promoted if the student's IEP team determines that promotion will be the appropriate setting for the student in the following year based on relevant academic and non-academic factors, evidence-based practices, and the educational best interests of the student.

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KENOSHA UNIFIED SCHOOL DISTRICT

June 24, 2025

Update on Policy 6470 Student Records

As with other recent policy updates related to management of various records, Policy and Rule 6470 Student Records is a very detailed approach to the many different formats and accessibility options, and was in need of a major revision (last updated in 2018).

Referencing an updated sample policy and rule from the Wisconsin Association of School Boards Policy Resource Guide, the proposed changes align to all current state and federal regulations related to the various types of student records documents, and how different requests to process them are handled in accordance with those regulations.

All formatting and presentation layouts of the policy and rule will be made consistent prior to final publication.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the listed revisions for Policy and Rule 6470 Student Records as a second reading at the June 24, 2025, regular School Board meeting.

Dr. Jeffrey Weiss
Superintendent of Schools

Wendy Tindall
Chief Academic Officer

Kris Keckler
Chief Information Officer

William Haithcock
Chief of School Leadership

POLICY 6470
STUDENT RECORDS

~~A student record folder shall be maintained for each student enrolled in the District. Student records shall be used to carry on school business and to serve as a source of future information and verification for each student's personal use.~~

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District.

The School Board recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the student's parent or guardian or the adult student, except in situations where legal requirements specify release of records without such prior approval.

Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District procedures.

Student record notices shall be published annually in accordance with state and federal law. All District staff will have an annual requirement regarding the expected handling and disclosure protocols related to student data.

Student records shall respect such student rights as enumerated by law and the information contained in them shall be clear and accurate. Amendment of records believed to be inaccurate, misleading or in violation of the privacy rights of the student may be requested.

~~The District recognizes the need for the confidentiality of student records. Therefore, student records shall be available for inspection, review and copying only in accordance with state and federal laws and District policies, rules and regulations.~~

~~The building principal shall have primary responsibility for the maintenance and confidentiality of all physical and electronic student records kept at his/her assigned school.~~ **Copies of R**ecords for students in special education containing progress and behavioral data shall be maintained in the Office of Special Education and Student Support. The Director of Special Education and Student Support shall have responsibility for the maintenance and confidentiality of all student records kept by the Office of Special Education and Student Support.

~~Annually, the District shall inform adult students and the parents/guardians of minor students of this policy and its implementing procedures. Persons who feel that their rights under federal law have been violated may file a written complaint with the U.S. Department of Education.~~

POLICY 6470
STUDENT RECORDS
PAGE 2

LEGAL REF.:

Wisconsin Statutes

Sections

~~118.125~~ [Pupil records]
~~118.126~~ [Privileged communications]
~~118.127~~ [Law enforcement agency information]
~~146.81—148.83~~ [Health care records; definitions]
~~252.15~~ [Restrictions on use of an HIV test]
~~767.41(7)~~ [Access to records]
~~938.396~~ [Records]
~~20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99~~ [Family Educational Rights and Privacy Act]

Wisconsin Statutes

Section 19.65 [rules of conduct; employee training; and security regarding personally-identifiable information]
Section 48.396 [law enforcement officer records]
Section 115.812(2) [reporting information regarding specified students with disabilities to appropriate county departments]
Section 118.125 [state student records law; policies required]
Section 118.126 [privileged communications related to student alcohol and drug use]
Section 118.127 [law enforcement agency record information]
Section 118.51(8) [full-time open enrollment; disciplinary and special education records]
Section 118.52(10) [part-time open enrollment; disciplinary records]
Section 146.82 [confidentiality of patient health care records]
Section 146.83 [access to patient health care records]
Section 252.15 [access to HIV test results]
Section 767.41(7) [custody and physical placement; parent access to records]
Section 938.396 [access to records; law enforcement and court records]
Section 950.08(2w) [information provided by district attorney to schools in criminal cases]

Federal Laws

20 U.S.C. §1232(g) [Family Educational Rights and Privacy Act, the federal student records law]
34 C.F.R. part 99 [U.S. Department of Education FERPA regulations]
34 C.F.R. part 300, subpart F [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
20 U.S.C. §7908 [providing high school students' contact information to military recruiters and institutions of higher education]
10 U.S.C. §503(c) [providing high school students' contact information to military recruiters]
42 U.S.C. §1758(b)(6) [heightened privacy rules for students' eligibility status and other National School Lunch Program records; see also 7 C.F.R. §245.6]

**POLICY 6470
STUDENT RECORDS
PAGE 3**

CROSS REF.: 1240 –Access to Public Records
 5910 –Children of Divorced or Separated Parents
 6330, Privacy Rights in District Programs
 6452, Student Progress Reporting
 6460, Testing/Assessment

Special Education Program and Procedure Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: September 14, 1999
 July 10, 2001
 July 24, 2018
 June 24, 2025

RULE 6470

STUDENT RECORDS

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

A. DEFINITIONS

"Student records" include all data relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student, **records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, and law enforcement unit records.**

1. "Progress records" mean those ~~pupil's~~ **student** records which include the ~~pupil's~~ **student's** grades, a statement of the courses ~~the pupil has taken~~, the ~~pupil's~~ attendance record, the ~~pupil's~~ immunization records, ~~any lead screening records~~, and records of the student's school extracurricular activities.
2. "Behavioral records" mean those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual ~~pupil's~~ **student's** behavior, tests relating specifically to achievement or measurement of ability, the ~~pupil's~~ physical health records, other than immunization records ~~or any lead screening records~~, law enforcement officer records and any other ~~pupil's~~ **student** records which are not progress records.
 - a) "Special education records" include referral information (including notices and forms), signed parent/guardian consent for evaluation, individualized education program (IEP) team evaluations, individual reports, etc., the student's IEP, placement decisions and signed parent/guardian consent or refusal, medical evaluations and prescriptions required to substantiate health care plans and medical evaluations used to substantiate a determination of disability.
 - b) **"Law enforcement agency records" include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a student, (3) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a student enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine**

disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.

b) ~~"Law enforcement unit records" means records from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) the act for which a juvenile enrolled in the District was adjudged delinquent, and (4) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws. Such records may be provided to the District upon request of the Superintendent of Schools or designee, or upon the law enforcement agency's own initiative based on agency policy. Upon receipt of the records, the Superintendent or designee shall inform the student named in the records and the parent/guardian of a minor student named in the records of the information.~~

c) "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult and has been adjudged delinquent on that basis.

e)d) "Student physical health records" are those student records that include basic health information about a student including: the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

d)e) "Student patient health care records" include all records relating to the health of a student prepared by a health care provider that are not included in the "student physical health records" definition above. **Any record that is required to be treated as a patient health care record is subject to different disclosure and confidentiality requirements than other behavioral records.**

3. Directory Data - The School Board has designated the following information as student directory data: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil, and other similar information. **Parents have the option to designate sharing of student directory data through the annual online registration process and at any point during the school year. General directory requests will not include those students whose parents have opted out of sharing this information.**
4. Adult Student means a student who has attained 18 years of age. The consent required of and the rights accorded to the parent/guardian of a student while he/she was a minor shall thereafter only be required of and accorded to the adult student, except as otherwise provided.
- 4.5. Law enforcement unit records include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the School Board to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district; and/or (2) maintain the physical security and safety of a public school. Law enforcement unit records relating to students must be treated according to the same limitations on use and disclosure that apply to a law enforcement agency's treatment of any student's records.

B. CONFIDENTIALITY OF STUDENT RECORDS

All student records are confidential, subject to (1) the following exceptions, (2) any other disclosures of student records that may be mandated by state or federal law, and (3) any more specific restrictions on disclosure that are imposed by a state or federal law that protects specific records to a greater extent than provided under these procedures:

1. Release of Student Records to Adult Students and Parents/Guardians

- ~~a) Adult students and the parents/guardians of minor students shall have the right to inspect, review and copy student records in accordance with state and federal laws and District rules and regulations.~~

~~Either parent/guardian may exercise his/her right to inspect records unless the school has been provided with evidence that there is a state law or court order~~

- ~~b) governing such matters as a divorce decree, separation or custody agreement~~

~~or other legally binding instrument which specifically provides to the contrary.~~

- a) A student or the parent or guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
- b) To the extent authorized by state and federal law, an adult student or the parent or guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
- c) To the extent authorized by state and federal law, a parent shall have access to a student's school records regardless of whether the parent has legal custody of the student, unless the parent has been denied periods of physical placement with the child as ordered by the court.
- e)d) Personally identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- d)e) Adult students or parents/guardians of minor students shall be provided a copy of the student's records upon request, including the student's transcript, at no cost consistent with legal requirements. Transcripts requested by adult students or parents/guardians of minor students to be provided to other persons, agencies or institutions shall be provided at cost.

2. Access to Student Records (Other than Patient Health Care Records) by School Officials

- a. School officials shall have access to a student's records only if they have a legitimate educational interest, including safety interest, in the record. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a law enforcement officer(s) who is individually designated by the Board and assigned to the District, a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
- b. Law enforcement agency record information received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information

- obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the District's athletic/activity code.
- c. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
 - d. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the District's athletic/activity code.
 - e. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under special education laws.
2. **3. Release of Student Progress or Behavioral Records (Other Than Patient Health Care Records) to Others**
- a) Student records shall be disclosed at the request or order of a court. The District will make a reasonable effort to notify a parent or guardian of a court order for disclosure of student records prior to complying with the order except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the order is issued in the context of such a proceeding; (2) the court order itself prohibits such notice; (3) or any applicable law prohibits disclosure of the order to the parent or guardian.
 - a) ~~The judge of any court of Wisconsin or the United States shall, upon request, be provided by the Board Clerk or designee with a copy of the progress records of a student who is the subject of any proceeding in such court. A reasonable effort shall be made to notify the adult student or parent(s)/guardian of a minor student in advance of compliance.~~
 - a) ~~Names of dropouts shall be provided to a court in response to an order under the state law governing municipal school dropout ordinances.~~
 - b) If school attendance is a condition of a student's dispositional order under ~~section 48.355(2)(b)7 or 938.358(2)~~ **state law**, the District shall notify the court or, if the student is under the supervision of an agency, the agency ~~the county department that~~ is responsible for supervising the student shall be notified within five days after any violation of the condition by the student.

- c) A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. If a student's attendance record is disclosed to a law enforcement agency for purposes of a truancy investigation, the student's parent/guardian shall be notified of that disclosure as soon as practicable after that disclosure.
- d.) A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (a) the student is under investigation for arson, (b) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (c) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- e.) The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: (1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and (2) the parties to whom the District disclosed the information.
- f.) For any purpose concerning the juvenile justice system and the system's ability to effectively serve a student, prior to adjudication:
 - 1. The District shall disclose pertinent student records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the student, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.
 - 2. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.

- g. On request, the District may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the Department of Children and Families, a county department under sections 46.215, 46.22 or 46.23 of the state statutes, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by the department, county department, or tribal organization to access the student's case plan. *{Editor's Note: Section 118.125(2)(g) of the state statutes authorizes the limited disclosure of student records to representatives of certain social service agencies and tribal organizations, as identified in this paragraph. However, the relevant statutes are ambiguous concerning whether a school board must first enter into a memorandum of understanding, as described in section 115.298(1)(b), in order to use this authority. Therefore, school districts may wish to seek legal advice on the implementation of this exception to student-record confidentiality, including the advisability of executing such a memorandum of understanding with at least those social service agencies with which the district has regular contact.}*
- h. The District, when reporting a crime that may have been committed by a student with a disability, is required to ensure that copies of the student's special education and disciplinary records are provided to the law enforcement authorities to whom the District has reported the crime. However, such disclosures must be pursuant to an applicable provision for disclosure under state and federal student records law. In general, the District will consider the following: (1) whether disclosure of the records is appropriate due to the existence of a health and safety emergency; and (2) if no imminent emergency exists, whether parent or guardian consent has been obtained for the disclosure or whether some other basis exists under the state and federal student records laws.
- i. The District shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Children and Families, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under Chapter 980 of the state statutes (related to commitment of sexually violent persons), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation.
- j. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written request.
- k. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The District will make a reasonable effort to notify a parent or guardian of the subpoena prior to complying with the subpoena except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the subpoena is issued in the context

of such a proceeding; (2) the subpoena itself prohibits such notice; (3) or any applicable law prohibits disclosure of the subpoena to the parent or guardian.

- I. Under conditions where the disclosure is permitted under both state and federal law, the District shall provide to the DPI, or another authorized federal, state, or local agency, or such an agency's authorized representative, any student record information that relates to an audit, evaluation, or any compliance or enforcement activity, that is associated with a federal or state-supported education program. In the case of disclosures to DPI, the District shall provide student records needed by the department to determine compliance with requirements under Chapters 115 to 121 of the state statutes. Student records may also be provided to the DPI for other purposes consistent with both state and federal law.
- m. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements. Summary student immunization data shall be reported. Individual student information for those students out of compliance with school immunization laws shall not be reported to the local health department or to the District Attorney without specific written parental consent for the reporting.
- n. Upon request and after obtaining written consent to the extent required by federal law, the names of students who have withdrawn from school prior to graduation to participate in a program leading to high school graduation or an equivalency diploma shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health Services, the Department of Children and Families or a county department under section 46.215, 46.22 or 46.23 of the state statutes.
- o. Annually, on or before August 15, the District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under section 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s) or guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- p. The District shall provide student records necessary for purposes of open enrollment in another public school district to the extent required by law. These records may include copies of any individualized education program (IEP) that has been developed for a student with a disability and the following student discipline-related records:
 - (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - (3) The length of the term of the expulsion or the possible outcomes of the pending proceedings.

Student records shall be made available to persons employed in the District which the student attends who are required by the state to hold a license and to other school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, outreach

b) worker or CLC coordinator); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interests" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

1. Law enforcement records received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

2. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.

e) Upon the written permission of an adult student, or the

~~parent(s)/guardian of a minor student, the school shall make available without unnecessary delay to the person named in the permission form a copy, at cost, of the student records requested. The form for requesting the release of records must include the following information: (1) the specific records that are authorized to be released, (2) the reasons for such release, and (3) the parties or person to whom the information shall be released. Law enforcement officer records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written permission.~~

~~Student records shall be provided to a court in response to a subpoena by parties to an action, or in compliance with a judicial order, to be used only for purposes of impeachment of any witness who has testified in the action. After an in-camera inspection, the court may turn said records~~

- ~~d) or parts thereof over to parties in the action or their attorneys if said record would be relevant and material to a witness' credibility or competency. A reasonable effort shall be made to notify the adult student, or parent(s)/guardian of a minor student in advance of compliance with the order.~~
- ~~e) The Board shall disclose a student's records in compliance with a court-ordered educational plan after making a reasonable effort to notify the student's parent(s) or guardian.~~
- ~~f) The Superintendent of Schools or designee may provide the Department of Public Instruction (DPI) or other public officer with any information required under chapters 115 to 121 of the state statutes. Upon request, the DPI shall be provided with any student record information that relates to an audit or evaluation of a state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI.~~
- ~~g) Notwithstanding their confidentiality, student records may be used in suspension and expulsion proceedings and by an IEP team.~~
- ~~h) Information from a student's immunization records shall be made available to state and local health officers to carry out immunization requirements.~~
- ~~i) The district board of the technical college district in which the school district is located or, for verification of eligibility for public assistance, the department of health and family services, the department of~~

~~workforce development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes shall, upon request, be provided with the names of students who have withdrawn from the public school prior to graduation.~~

- j) ~~The District shall, upon request, provide another public school district in Wisconsin student disciplinary records necessary for purposes of public school open enrollment. These records include: (1) a copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student; (2) a written explanation of the reasons for the expulsion or pending disciplinary proceedings; and, (3) the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.~~

Copies of student records shall be provided without unnecessary delay at cost to the person or agency who is authorized to inspect them.

~~3.2.~~Release of Student Patient Health Care Records

Except as otherwise provided, student patient health care records may only be released to persons specifically designated in the state patient health care records laws or to other persons with the informed consent of the patient or a person authorized by the patient. Any part of a student health care record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immune deficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

~~4.3.~~Release of Directory Data

Directory data will be released as outlined below, unless the parent/guardian or adult student informs the principal of any or all items he/she does not wish to have released without prior written consent of the parent/guardian or adult student. The District will give annual written notice to adult students and parents/guardians of the categories of information that the Board has designated as directory data with respect to each student and inform them that they may inform the school that all or any part of the directory data may not be released without the prior consent of the parent/guardian or adult student. The District will not release directory data after the District has been restricted from doing so by any of those parties.

- a) If a school has followed the notification procedure outlined above, and the adult student or parent/guardian does not object to the directory data being released, the building principal or district may release student directory data.
- b) If a school has followed the notification procedure as outlined above, and the adult student or parent/guardian does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide a technical

college district board with the name and address of each such student who is expected to graduate from high school in the current school year.

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

5.4. Transfer of Records

~~No later than the next working day, The District shall transfer to another school or school district all student records relating to a specific student if it has received written notice:~~
~~(a) from an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school; (b) from the other school district that the student has enrolled; or (c) from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.~~ **The District shall transfer to another school (including private schools and out-of-state schools) or school district all student records relating to a specific student (including disciplinary and other behavioral records; and not including records treated as patient health care records or certain treatment records for which informed consent for disclosure has not been obtained) if it has received written notice:**

- a. from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district;**
- b. from the other school or school district that the student has enrolled; or**
- c. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.**

The District forwards student records as requested so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student records shall be transferred no later than the next working day of receiving the records transfer request.

C. APPEALING THE CONTENT OF STUDENT RECORDS

~~— An adult student or the parent/guardian of a minor student who believes that information contained in the student's records is inaccurate, misleading or violated the privacy rights of the student may request that the principal amend these records.~~

~~If the principal does not amend the records as requested by the parent/guardian or adult student, the principal shall notify the parent/guardian or adult student of this decision and advise him/her of the right to a hearing in order to challenge the contents of the student records.~~

- ~~1. If the adult student or the parent/guardian of a minor student is not satisfied with the principal's decision, the decision may be appealed to the Superintendent or designee, within 10 days from receipt of the principal's decision.~~
 - ~~2. A request for a hearing should be in writing and include a specific statement of which records and how such records are inaccurate, misleading or otherwise in violation of the privacy rights of the student.~~
 - ~~3. After the hearing, the parent/guardian or adult student will receive a written decision. If the decision is that the challenged information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the parent/guardian or adult student shall be informed of the right to place in the student records a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision.~~
1. A parent or guardian or adult student who believes that information contained in the student's records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent or guardian or adult student of the decision.
 2. If the person having custody of the records refuses to amend the records, he/she shall inform the parent or guardian or adult student of the refusal and advise him/her of the right to a hearing. The request for the hearing shall be filed in writing with the District Administrator or designee. The parent or guardian or adult student shall be given notice of the date, place and time of the hearing reasonably in advance of the hearing.
 - a. The hearing shall be conducted by the District Administrator or designee, who must be someone who does not have a direct interest in the outcome of the hearing.
 - b. The parent or guardian or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
 - c. The decision of the hearing officer shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.
 - d. The hearing shall be held and the parent(s) or guardian or adult student informed of the hearing officer's decision in writing within a reasonable period of time after the hearing.

- e. If the hearing officer decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.
- f. If the hearing officer decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the District shall inform the parent or guardian or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing officer.

D. RECORDS MAINTENANCE AND DESTRUCTION

1. While students are attending school in the District, their records shall be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. Special education student records shall be maintained as outlined below. **Patient health care records, law enforcement agency and law enforcement unit records shall be maintained separately from a student's other records.**
2. ~~Physical~~ Student records shall be contained **within the student information system when possible. Physical student records that are not in the electronic system will be maintained in the student record folder.** ~~on and in the printed folder adopted by the District for such purpose. Each student record folder shall be examined at least annually for the purpose of eliminating extraneous or outdated materials contained therein. The principal will be responsible for having student records current and designating professional staff to review the student record folder.~~
3. A record of each request for access to and each disclosure of personally identifiable information from a student's record folder shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - the parent/guardian or adult student;
 - a school official;
 - a party with written consent from the parent/guardian or adult student;
 - a party seeking directory data; or
 - a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

~~Special Education Records—Student special education records will be maintained by the Director of Special Education and Student Support in accordance with District policy, rules and regulations. The District shall maintain a listing of~~

~~employees and their positions who are authorized to have access to records of special education students. This listing shall be posted in an area accessible to the public. All persons collecting or using personally identifiable information from student special education records shall receive training or instruction regarding the policies and procedures that the District has undertaken to ensure the confidentiality of any personally identifiable information maintained or collected by the District.~~

- ~~4. When the student ceases to be enrolled in a school operated by the District, within six months from the time that the student left the District, his/her records will be transferred to the Office of Special Education and Student Support. Records that are transferred to the Office of Special Education and Student Support when the student ceases to be enrolled shall be maintained as follows:~~

- ~~a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student and his/her parent/guardian if the student is a minor gives permission that the records may be maintained for a longer period of time. All behavioral records not previously destroyed will be maintained through electronic media. Where such written permission is received, behavioral records generally will be destroyed five years after the date the student graduated from or last attended school.~~

- ~~a. Five years after the student ceases to be enrolled in the school system, all progress records will be maintained on electronic media and the original progress records (permanent record card) destroyed.~~

4. When a student ceases to be enrolled in a school operated by the District, the student's remaining student records shall be maintained as follows:

- a. Behavioral records that are identifiable to the student will be maintained for no longer than one year after the student graduated from or last attended the school unless the student or his/her parent or guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time.
- The District will normally request consent to maintain the behavioral records of such former students (such as students with disabilities) for the period of time that such records may be needed for program audit purposes. If the District does not obtain such consent, the District will arrange to maintain records needed for audit purposes in a manner that is not identifiable to the individual student.
- b. Student progress records shall be maintained for a minimum of 5 years after the student graduates or ceases to be enrolled in the District, *except that a student's high school transcript shall be maintained permanently.*
- c. Any request for the "directory data" of a former student will be treated according to the District's policy on "directory data," and, to the extent applicable, the District will continue to honor any valid request to opt out of the disclosure of directory

information (e.g., such as the opt-out decision that was in effect when the student was last in attendance), unless such opt-out decision is appropriately rescinded.

5. The Director of Special Education and Pupil Services shall oversee the management of the records of students with disabilities.
 - a. The District shall inform the parent(s) or guardian of a student with disabilities, or the adult student if applicable, when personally-identifiable information that was collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA) is no longer needed to provide educational services to the child. Except for a record of a student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed, such personally identifiable information must be destroyed at the request of the parent(s), guardian, or adult student. By submitting a timely written request, the parent, guardian, or student may elect to take possession of the personally-identifiable records in lieu of having the records destroyed.
 - b. Such a notice that certain records are no longer needed to provide a child with educational services will normally be given at the time the child graduates or otherwise ceases to be enrolled in the District. As further described above, the District will also normally, at the same time, request consent to maintain particular records for the additional time period that they are needed for program audit purposes.

A. COMPLAINTS REGARDING ALLEGED NONCOMPLIANCE WITH FEDERAL REQUIREMENTS

Adult students or parents or guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

B. ANNUAL NOTICE

Parents, guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; and (4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The notice shall be distributed to parents and guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s) or guardian shall receive a copy of the notice at the time and place of enrollment.

C. OTHER NOTICES

In a manner consistent with the requirements of applicable law, the District shall provide parents, guardians, and adult students with notice of the District's student directory data designations and their right to opt-out of the release of such information as student directory data.

With respect to high school students, the District shall also provide parents, guardians, and adult students with notice of the rights of parents, guardians, and eligible students to direct the District not to release certain student contact information to military recruiters or institutions of higher education without first obtaining prior written consent from the parent or guardian of a minor student or (if applicable) the adult student. Unless a parent, guardian, or eligible student has affirmatively opted out of such disclosures of student contact information, federal law requires the District (1) to provide the names, addresses, and phone numbers of high school students to military recruiters and to institutions of higher education upon request; and (2) to additionally provide high school students' electronic mail addresses to a military recruiter upon request.

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 24, 2025

EDUCATION FOR EMPLOYMENT PLAN

Background

The Wisconsin Department of Public Instruction (DPI) has revised the Education for Employment (E4E) Administrative Rule Chapter PI 26 (Appendix A). The purpose of E4E programs is to prepare elementary and secondary pupils for employment, to promote cooperation between business and industry and public schools, and to establish a role for public schools in the economic development of Wisconsin. School boards and districts must adhere to the following guidelines:

- Provide academic and career planning (ACP) services to students in grades 6 through 12.
- Develop an E4E plan with the school district staff and community stakeholders.
- Publish the plan on the school district's website.
- Review the plan annually.

The E4E plan includes:

- Local, regional, and state labor market needs.
- Education and training requirements for occupations that will fill labor market needs.
- A process to engage parents regarding ACP services provided and opportunities to participate.
- A description of career and technical (CTE) programming available, staff professional development for ACP delivery, and how the school district will meet E4E program requirements.
- A strategy to engage business, postsecondary education, and workforce development.

The services shall provide information and opportunities that lead to:

- Career awareness in elementary school.
- Career exploration in middle and high school.

- Career planning and preparation in high school that includes:
 - Career research;
 - School-supervised work-based learning experiences;
 - Career decision making;
 - Application of academic skills, technologies, economics, and entrepreneurship;
 - Personal financial literacy;
 - CTE opportunities;
 - Labor market information; and
 - Employability skills.

This review is an information update to the school board about the Kenosha Unified School District's E4E plan as required by Wisconsin Administrative Code PI 26.03.

Kenosha Unified School District Education for Employment Plan

Kenosha's plan provides students, parents, and community members with an understanding of learning outcomes and the implementation of E4E programs and services in the district. The objectives listed in the related legislation (WI PI 26.03) include:

- Preparing all students for future employment;
- Ensuring technical literacy to promote lifelong learning;
- Promoting good citizenship;
- Promoting cooperation among business, industry, labor, postsecondary schools, and public schools; and
- Establishing a role for public schools in the economic development of Wisconsin.

A student's pathway to a career includes all relevant learning experiences that help to inform his/her investment in postsecondary education or training; and it positions the student for success in a career of interest.

As the Kenosha Unified School District continues to update its E4E plan each year, the economic growth in Kenosha County (regionally and in the state) is studied. Some of the major developments in Kenosha are industrial, healthcare, housing, and retail. It is important that

economic development continues to be shared with staff and students so that students are being educated about labor market needs and educational and training requirements for occupations that will fill those needs. Long-term planning with the E4E plan, the Office of Career and Technical Education, and Academic and Career Planning will work to align goals and indicators to the Kenosha Unified School District's achievement plan.

Kenosha Unified School District's E4E plan aligns with the required components in WI PI 26.03 (Appendix B). The following information is included in the district's E4E plan:

- Career readiness mission/vision
- Career readiness team members
- Career readiness data
- Student success stories
- Labor market information
- Postsecondary education and workplace preparation
- Professional development for staff
- Family engagement
- Community partnerships
- Academic Career Planning (ACP)
- Access for all students
- Current progress and future goals

Dr. Jeffrey Weiss
Superintendent of Schools

Ms. Laura Stone
Coordinator of School Culture and Safety

Mrs. Wendy Tindall
Chief Academic Officer

Mr. Aaron Williams
Coordinator of Career and Technical
Education

Ms. Stacy Guckenberger
Director of Special Education and
Student Support

Chapter PI 26

EDUCATION FOR EMPLOYMENT PLANS AND PROGRAM

PI 26.01 Applicability and purpose.

PI 26.02 Definitions.

PI 26.03 Education for employment program.

PI 26.04 General requirements for school boards.

PI 26.05 Program approval.

Note: Chapter PI 26 was repealed and recreated by [CR 15-025 Register November 2015 No. 719](#), eff. 12-1-15.

PI 26.01 Applicability and purpose.

(1) Under s. [121.02 \(1\) \(m\)](#), Stats., every school board shall provide access to an education for employment program approved by the state superintendent. Under s. [115.28 \(59\)](#), Stats., the state superintendent shall ensure that every school board is providing academic and career planning services to pupils enrolled in grades 6 to 12 in the school district beginning in the 2017-18 school year.

(2) This chapter establishes the requirements for education for employment programs. The purpose of education for employment programs is to do all of the following:

(a) Prepare elementary and secondary pupils for future employment.

(b) Ensure technological literacy; to promote lifelong learning.

(c) Promote good citizenship.

(d) Promote cooperation among business, industry, labor, postsecondary schools, and public schools.

(e) Establish a role for public schools in the economic development of Wisconsin.

(3) The purpose of academic and career planning services is to assist pupils with planning and preparing for opportunities after graduating from high school. These opportunities may include postsecondary education and training that leads to careers. This chapter describes school districts' academic and career planning responsibilities while allowing school districts to determine how they meet those responsibilities.

History: [CR 15-025](#): cr. [Register November 2015 No. 719](#), eff. 12-1-15.

PI 26.02 Definitions. In this chapter:

(1) "Academic and career plan" means a comprehensive plan developed and maintained by a pupil that includes the pupil's academic, career, personal, and social goals and the means by which the pupil will achieve those goals both before and after high school graduation.

(2) "Academic and career planning services" means the activities, instruction, resources, and opportunities provided by a school district to assist a pupil with developing and implementing an academic and career plan.

(3) "Academic and career planning software tool" means the computer software program procured by the department under s. [115.28 \(59\) \(b\)](#), Stats., to provide academic and career planning services, or a similar computer software program that allows pupils to download their academic and career plan.

(4) "Child with a disability" has the meaning given in s. [115.76 \(5\)](#), Stats.

(5) "Department" means the Wisconsin department of public instruction.

(6) "Education for employment program" means the program under s. [121.02 \(1\) \(m\)](#), Stats.

(7) "Individualized education program" has the meaning given in s. [115.76 \(9\)](#), Stats.

(8) "Parent" includes a guardian.

(9) “Pupil postsecondary outcomes” means the activities a pupil pursues after high school graduation, which may include: pursuing postsecondary education and training, including at a technical college, college, or university; entering the workforce; serving in the armed forces; or undertaking other personal growth and development activities.

(10) “School board” has the meaning given in s. 115.001 (7), Stats.

(11) “State superintendent” means the state superintendent of public instruction.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15.

PI 26.03 Education for employment program.

(1) An education for employment program shall include a long-range plan approved by the school board and developed by a team of school district staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The long-range plan shall include all of the following:

(a) An analysis of local, regional, and state labor market needs and the educational and training requirements for occupations that will fill those needs.

(b) A process used to engage parents in academic and career planning. The process shall do all of the following:

1. Inform parents in each school year about what academic and career planning services their child receives.

2. Provide parents with multiple opportunities during each school year to participate in their child’s academic and career planning.

3. Update parents throughout the school year on the progress of their child’s academic and career planning.

(c) A description of all of the following:

1. How, in each year of the plan, the school district will support pupils in academic and career planning, including meeting the requirements under subs. (2) and (3).

2. The career and technical education provided in the school district.

3. The professional development provided to staff to assist staff with delivering academic and career planning services to pupils in grades 6 to 12.

4. How the education for employment program will meet the requirements of s. 121.02 (1) (m), Stats.

(d) A strategy to engage businesses, postsecondary education institutions, and workforce development organizations in implementing the education for employment program.

(2) An education for employment program shall provide pupils with information and opportunities that lead to all of the following:

(a) Career awareness at the elementary grade levels, including developing an understanding of the following:

1. Why people work.

2. The kinds of conditions under which people work.

3. The levels of training and education needed for work.

4. Common expectations for employees in the workplace.

5. How expectations at school are related to expectations in the world of work.

(b) Career exploration at the middle school grade levels, including developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a pupil’s personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers pupils may pursue.

(c) Career planning and preparation at the high school grade levels, which shall include the following:

1. Conducting career research to identify personal preferences in relation to specific occupations.
2. School-supervised, work-based learning experiences.
3. Instruction in career decision making.
4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
5. Pupil access to career and technical education programs, including programs at technical colleges.
6. Pupil access to accurate national, regional, and state labor market information, including labor market supply and demand.
7. Instruction and experience in developing and refining the skills and behaviors needed by pupils to obtain and retain employment.

(3) Beginning in the 2017-18 school year, an education for employment program shall provide pupils in grades 6 to 12 with academic and career planning services, including providing each pupil with all of the following:

- (a) Individualized support, appropriate to the pupil's needs, from school district staff to assist with completing and annually updating an academic career plan.
- (b) If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and career plan into account when developing the pupil's transition services under s. 115.787 (2) (g), Stats.
- (c) Access to an academic and career planning software tool that allows pupils to engage in career exploration and career planning and preparation.
- (d) Access to a formal process for connecting pupils to teachers and other school staff for assistance with the development and implementation of each pupil's academic and career plan.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15.

PI 26.04 General requirements for school boards. The school board shall do the following:

- (1) Indicate on a pupil's transcript the name of each course completed by the pupil, the number of high school credits earned for each course, whether a course is eligible for postsecondary credit, and, if applicable, a course's participating postsecondary institution.
- (2) Annually review and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate pupil postsecondary outcomes. At the conclusion of the review, the school board shall prepare a report on the school district's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving pupil postsecondary outcomes.
- (3) Publish its long-range plan under s. PI 26.03 (1) and the report under sub. (2) on the school district's website.
- (4) Annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to pupils under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15; correction in (4) made under s. 35.17, Stats., Register November 2015 No. 719.

PI 26.05 Program approval. A program shall be approved by the state superintendent as long as the program complies with all of the requirements of this chapter and ss. 115.28 (59) and 121.02 (1) (m), Stats.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15.

CAREER READINESS MISSION/VISION

The Moral Imperative of the Kenosha Unified School District states: “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.” In support of guiding the KUSD students to become college and/or career ready, the district, along with input and support from community stakeholders, developed our [Growth of a Graduate](#) profile identifying five key competencies intended to create a clear, unified direction in the work we are doing to educate students in collaboration with families, businesses, and communities we serve.

CAREER READINESS TEAM

- Aaron Williams, *Coordinator of Career and Technical Education*
- Amanda Drews, *Family and Consumer Science Teacher*
- Anna Watson, *Bilingual School Counselor*
- Babette Montee, *Middle School Counselor*
- Bethany Pelc, *Elementary School Counselor*
- Brian Erdmann, *Coordinator of Special Education and Student Support*
- Eric Sutkay, *Youth Apprenticeship Specialist & Technology and Engineering Teacher*
- Jennifer Page, *Middle School Counselor*
- Joyce Dohnal, *High School Counselor*
- Wendy Tindall, *Chief Academic Officer*
- Laura Stone, *Coordinator of School Culture and Safety*
- Lora Lehmann, *Youth Apprenticeship Specialist*
- Rita Allen, *High School Counselor*
- Samantha Rodriguez, *High School Counselor*
- Stacy Guckenberger, *Director of Special Education and Student Support*

DISTRICT CAREER READINESS DATA

- Career and Technical Education Participants: **SY 2023-2024: 3,438**
- Career and Technical Education Concentrators: **SY 2023-2024: 1,353**
- Students Participating in Youth Apprenticeship (11th-12th grade): **SY 2024-2025: 152**
- Number of Youth Apprenticeship Employer Partners (Attachment A): **SY 2024-2025: 79**
- Students Participating in a School-Based Enterprise and/or Simulated Worksite: **SY 2023-2024: 48**
- Total Number of College Credits Earned by Students (9th-12th grade): **SY 2023-2024: 5,474**
- Students Participating in Career and Technical Student Organizations: **SY 2024-2025: 337**
- Students Completing State-Approved Industry-Recognized Credentials: **Class of 2024: 166**

- Total Number of Certifications Earned by the Class of 2024 Throughout High School: **749**
- Number of Local and Regional Career Pathways offered: **SY 2024-2025, 13**
- Number of Xello Student Logins so far in 2024-2025: **7,370 students have logged in an average of 6 times each**
- Number of Unique Educator Logins so far in 2024-2025: **271 have logged in an average of 11 times each**
- Number of Student Lessons Completed so far in 2024-2025: **1,364 students have completed all lessons, 1,498 students are in-progress of completing all lessons**
- Number of Transcripts sent so far in 2024-2025: **1,250**

STUDENT SUCCESS STORIES

- State Superintendent, Dr. Underly, Visits Tremper CTE Program
 - [DPI News Release](#), [Social Media Post](#)
- Career and Technical Student Organization Competition Winners
- Building Trades Career Summer Camp
- School Field Trips

LABOR MARKET INFORMATION

Labor market information (LMI) helps our school districts develop cutting-edge Career and Technical Education programs by uncovering the skills students will need in the future. In addition, LMI can help students understand which jobs are most likely to be available and well-compensated.

Labor Market Information can be found at the links listed below.

- Kenosha Area Business Alliance (KABA), [Data Center](#)
- Job Center of Wisconsin - WisConomy, [Kenosha County 2025 Workforce Profile](#)
- Wisconsin Department of Public Instruction - Industry Projection Reports, [Southeastern Wisconsin](#)
- Wisconsin Department of Public Instruction - [Wisconsin K-12 Labor Market Information Guide](#)

POSTSECONDARY EDUCATION AND WORKFORCE PREPARATION

The ACP program at the Kenosha Unified School District ensures every student is prepared for life after high school no matter what path they plan to take. This includes:

- [Career and Technical Education](#) provided in the KUSD.
- [High school course catalog](#) and career pathway maps.
- [Dual credit courses](#) that provide transcribed credit and/or advanced standing at Gateway Technical College upon graduation from high school.
- Dual credit opportunities through the [Early College Credit Program and Start College Now Program](#).
- [Career-based learning experiences](#) offered in the KUSD.
- Wisconsin Department of Workforce Development, [Youth Apprenticeship](#) work-based learning program.
- The KUSD schools provide students with multiple opportunities to prepare for post-secondary

education including tours at UW-Parkside, Carthage College, Gateway Technical College, and others. College representatives, both locally and across the country, are invited to present admission information to high school students. Students are encouraged to participate in the PowerUp: College & Resource Fair in addition to the Wisconsin Education Fair to learn about both 2-year and 4-year post-secondary options available to them. High schools offer students FAFSA workshops, college application workshops, and scholarship writing support through lessons and ‘evening with the counselors’ events. As part of the NextGrad College Opportunity Network, some high schools have installed a digital kiosk displaying post-secondary opportunities. KUSD students have access to various dual credit courses outside of the ECCP and SCN programs to get a jumpstart on their post-secondary journey through UW-Parkside’s PACC program, Gateway Technical College transcribed credit, and Carthage College’s Educators Rising coursework. (Attachment B)

- Employability skills, and the soft/durable skills employers seek from their employees, are integrated into a variety of courses and lessons in our curriculum. Students begin learning basic social-emotional learning skills beginning in kindergarten and continuing through eighth grade utilizing the Second Step: Social-Emotional Learning program. At the high school level, students are able to enroll in specific courses related to employability skill development such as Employability Seminar and Employability Skills. Through our Career and Technical Education courses, students are engaged with employability skill development through real-world curriculum experiences.
- Students participating in the KUSD Career and Technical Education pathways have an opportunity to earn many different stackable industry-recognized credentials and certifications through their coursework. These certifications and credentials validate students’ knowledge and skills helping them prepare for entry-level employment in high-skill, high-demand careers. (Attachment C)

CAREER PATHWAYS

- The Career and Technical Education career pathways available in the KUSD include:
 - Advanced Manufacturing, [*State approved regional career pathway](#)
 - Architecture & Construction, [*State approved regional career pathway](#)
 - Arts, A/V Technology, & Communications, *Locally developed career pathway
 - Business Management & Administration, [*State approved regional career pathway](#)
 - Direct & Non-Direct Patient Care, [*State approved regional career pathways](#)
 - Education & Training, [*State approved regional career pathway](#)
 - Energy, [*State approved regional career pathway](#)
 - Hospitality, Culinary, and Tourism, [*State approved regional career pathway](#)
 - Information Technology, [*State approved regional career pathway](#)
 - Marketing, *Locally developed career pathway
 - Science, Technology, Engineering, & Mathematics (STEM), *Locally developed career pathway
 - Transportation, Distribution, and Logistics, [*State approved regional career pathway](#)
- The Coordinator of Career and Technical Education, along with CTE staff, engage in continuous improvement activities throughout the year to align course curriculum with industry standards and implement any needed changes. The CTEC, Youth Apprenticeship Specialists, career and technical student organization advisors, and CTE staff meet frequently with employer partners to discuss current trends related to skills and knowledge needed by employers in the region. This information helps guide what curriculum enhancements are

needed to ensure our students are learning the most up-to-date skills. Every two years, the KUSD CTE program completes a comprehensive local needs assessment (CLNA) as part of the federal Perkins V Grant. Through the CLNA process, each component of the CTE program is reviewed by a number of stakeholders including the size, scope, & quality of each pathway, student access and equity, and educator recruitment, retention, and training. When evaluating the career pathways as part of the CLNA, we review local labor market data with the help of industry partners to identify in-demand careers in our region that offer a sustainable wage.

PROFESSIONAL DEVELOPMENT FOR STAFF

The Kenosha Unified School District is committed to supporting our entire staff to become engaged in the career readiness process. We provide the following professional development to staff:

- School ACP teams will select the training appropriate for their staff, including but not limited to Xello training, staff meeting presentations from Coordinators of Student Support and CTE, and small group presentations from Coordinators of Student Support and CTE.
- High school counseling staff attend professional development with military branches to learn about career opportunities. Information regarding post-secondary programs and resources are provided to counselors through annual UW-System updates, Gateway Technical College updates, and GTC counselor Lunch-n-Learns throughout the year.
- Counselors frequently meet with grade level teams to reinforce ACP/SEL.
- Staff are trained on using Xello by counselors and/or district coordinators, as needed.
- Career readiness activities including reviewing local labor market information is integrated in secondary CTE professional development through the year.
- The Coordinator of Career and Technical Education provides onboarding support to new administrators as needed.
- Administrators and school staff new to the district or ACP will be provided with Xello accounts and receive training to use the tool with proficiency as needed.

FAMILY ENGAGEMENT

The Kenosha Unified School District engages families and caregivers in academic and career planning by:

- Schools regularly send out communication to families regarding career readiness activities taking place at their schools through multiple means. Communications may include, but are not limited to Xello lessons, career based field trips, and post-secondary institution information sessions.
- Families are notified about Xello usage with their students and are encouraged to have 'career conversations' with their students.
- Communication is bi-annually provided to students and families regarding the ECCP and SCN programs through the community bulletin and school messaging.
- KUSD families and community members are provided information about upcoming district wide Family Education programs through KUSD's Weekly Bulletin email, Virtual Backpack,

Social Media Channels, school and district websites, fliers, promotion to local non-profit networking groups and word of mouth.

- Families are invited to attend formal parent/student/counselor meetings to review career readiness plans during 8th and 10th grade.
- ACP event updates are provided on school and district-level websites as needed.
- Secondary student course selection information is available for parents to review with students and/or counselors.
- Secondary families are encouraged to participate and provide feedback on district CTE opportunities, including ACP career readiness activities, as part of the Perkins CLNA process.
- Stakeholder feedback from parents and students is used through the Perkins CLNA process.
- Student voice related to classroom instruction in specific content areas is also provided through the implementation of the Elevate survey at the secondary level.
- Through the Community School Relations Department, students and families are encouraged to participate in a variety of academic and career related opportunities throughout the year geared toward many different grade levels. Events such as Cooking with Chef Kyle, the Build It Program, and Family Literacy Fest reinforce how academics and careers are intertwined in the KUSD. They provide an opportunity for students and families to interactively learn both in-person and virtually about career readiness opportunities available to students during their enrollment in KUSD schools. At the completion of every Family Education program, families are provided surveys to provide feedback about the program they attended, what they liked/disliked about it, how it could be improved and other programs they would like Community School Relations to offer. Community School Relations then forwards this feedback to the program organizers, presenters and staff. Many Community School Relations programs, such as Build It! are developed through the results of this survey.

COMMUNITY PARTNERSHIPS

The Kenosha Unified School District is proud to collaborate with many business, industry, and community partners.

- Our district actively seeks feedback from community, industry, and higher education partners when regularly evaluating our career readiness activities, programs, and initiatives throughout the year. Engagement opportunities that exist include reviewing local labor market data, evaluating CTE curriculum, hosting career-based learning experiences, mentoring, and hiring of youth apprentices. Continuous engagement with employer and community partners is one of the responsibilities of KUSD's Coordinator of Career and Technical Education. Specific opportunities for soliciting feedback from business and community partners include:
 - CTEC participation in Gateway Technical College Career Prep trimester meetings
 - CTEC is a member of the Southeast Wisconsin Workforce Development Board
 - CTEC is a member of the Southeast Wisconsin Construction Advisory Committee
 - CTEC and district administration attend Rotary and Kiwanis meetings regularly
 - CTEC leads the KUSD Youth Apprenticeship Steering Committee
 - KUSD staff members are a part of Gateway Technical College's advisory committees
 - The KUSD is part of interagency collaboration to meet the needs of students of diverse backgrounds. Collaboration agencies include, WI division of Vocational Rehabilitation, WIOA, Boys & Girls Club, Kenosha Country Community on Transportation, Aging & Disability Resource Center

- Superintendent of Schools, is a member of the Kenosha Area Business Alliance's Board of Directors
- Collaboration with Building Our Future to support students and families with FAFSA completion
- Career-based Learning Experiences that are offered.
 - Building Trades Career Summer Camp in partnership with Riley Construction, Lee Mechanical, and Pieper Electric
 - LakeView Lego Summer Camp
 - Worksite tours with local business partners
 - Southeast Wisconsin's Build My Future interactive day in the trades event
 - Gateway Technical College High School visits: transportation day, HERO Fire/EMS exploration, health care expo, business and liberal arts career fair, STEM & manufacturing career expo, african american youth empowerment conference, protective & human services programs career exploration fair, and the hispanic youth career fair in collaboration with YO Puedo
 - Carthage College Educators Rising event
 - KUSD's Young Adult Job Fair in partnership with Southeastern WORKS
 - Wisconsin Youth Apprenticeship program
 - School career fairs, virtual and in-person
 - Various grade level career day presentations
 - The Transition Expo and Navigating the Future
 - Kenosha Area Business Alliance Mentor Program
 - Jeffery Elementary Community Day in partnership with the Kenosha Mayor's Office
 - Family Education Programs

Community partners interested in getting involved with the KUSD can contact Aaron Williams, Coordinator of Career and Technical Education, at awilliam@kUSD.edu

ACP CURRICULUM, SUPPORT, AND SERVICES/FORMAL ACP PROCESS

Grade Level Appropriate Career Readiness Activities and Career-based Learning Experiences

K-5: Career Readiness Activities:

- Teaching staff utilize teacher generated career exploration activities, school and classroom career day visits, and counselor career discussions in conjunction with academic courses. In 4th and 5th grade, students have opportunities to discuss strengths and interests and how they may lead to future career choices. Social skills and behavior expectations related to obtaining and holding a career are highlighted during counselor lessons.
- Career readiness activities are also blended into the elementary social studies curriculum.
 - Grades K-2
 - Learning and Working Together - Addresses how expectations at school and work are related by engaging in activities and discussion around: cooperation, sharing, problem-solving and following rules. This part of the curriculum addresses common expectations as well. At this level, the lens is of a kindergarten student in their job, which is a student in school. This chapter also exposes students to jobs related to community leaders

- Economics - This part of the curriculum describes the many different jobs available to students and the tools used in those jobs. It also addresses why people work by discussing needs and wants.
- People, Places, and Nature - this part of the curriculum addresses how geography and resources can shape the work that is available.
- Grades 3-5
 - Economics - By third grade, students are learning about human capital and the importance of starting to prepare now for the future. In this part of the curriculum, students learn about the type of education or training needed and other attributes important to success in a job. Students develop a stronger understanding of the relationship between work and economics. Students will also be exposed to leaders in different fields to learn more about what they do and how they became successful.
 - Citizenship and Civics - This part of the curriculum speaks to the importance of being a good citizen, which includes following rules and expectations within the community.

6-8: Career Readiness Activities:

- Students are introduced to the Xello platform and complete grade level specific activities including but not limited to:
 - 6th grade: School Subjects at Work, Interest Survey, Decision Making, and Time Management
 - 7th grade: Learning Styles, Discover Learning Pathways, Biases & Career Choices, and Jobs & Employers
 - 8th grade: Skills, Explore Career Matches, Transition to High School, and Self-Advocacy

9-12: Career Readiness Activities:

- 9th grade: Personality Styles, Exploring Career Factors, Getting Experience, and Study Skills & Habits
- 10th grade: Program Prospects, Work Values, Workplace Skills & Attitudes, and Careers & Lifestyle Costs
- 11th grade: Work/Life Balance, Choosing a College, Career Demand, and Entrepreneurial Skills
- 12th grade: Career Backup Plans, Defining Success, Career Path Choices, and Job Interviews

ACP/School Counseling Services

- School counselors support the ACP process by following the comprehensive school counseling modeling including four components including: school counseling curriculum, individual student planning, responsive services, and system support. Second Step: Social-Emotional Learning program (K-8) and the CORE Project (9-12) are utilized within the KUSD to help students develop strong social-emotional learning skills that are transferable between education, careers, and life. The social-emotional learning curriculum delivery supports skill development in goal-setting and planning, problem solving, and relationship building. K-8 includes weekly lessons and 9-12 monthly lessons. The district utilizes an advisory period within the 9-12 school day that allows counselors to engage in ACP activities with students. Counselors introduce families to the Xello platform during career conversation and share results from the platform during meetings with families.
- Formal advisory periods built into the school day are utilized at some schools to provide career readiness activities.
- KUSD's Academic and Career Planning information [website](#).

INDIVIDUALIZED ACP SUPPORT

- Our district has a process to identify and provide modifications, accommodations, or enhanced support for career readiness activities to maximize participation of English Learners, students with an Individual Education Plan (IEP), or students at-risk of not graduating.
- Our district implements specific strategies to communicate with students, families and caregivers of English Learners, students with an Individual Education Plan (IEP), and/or students at-risk of not graduating about career readiness.
- Our district makes an effort to seek out diverse community, industry, and higher education partnerships so that students are more likely to interact with adults that come from many different backgrounds and cultures. Mentoring partnerships in place with KABA, Jockey, and KAFASI
- Our district provides individualized course planning support for students as needed. At the middle school level counselors support student transitions from elementary school to middle school and then again from middle school to high school. They provide this support by coordinating course planning for both levels and have lessons to educate students on their choices of high school including choice/charter schools. Special education staff works closely with CTE and academic staff to support students in their classes and guide them through course planning. At the high school level, counselors and staff meet with all students regardless of 504, IEP, and ELL through classroom ACP meetings.

ACCESS FOR ALL STUDENTS

The academic and career plan for a student with a disability shall be made available to the student's individual education program team. The student's individualized education program team may, if appropriate, take the academic and career plan into account when developing transition services.

- As part of the annual IEP meeting, staff review the ACP plan: and complete additional informal and formal transition assessments.
- A Postsecondary Transition Plan (PTP) is developed based on the information from these assessments. Goals are written in the area of education/training, employment, and independent living. Transition services are implemented in order to address these goals.
- The school district is a part of interagency collaboration to meet the needs of students of diverse backgrounds.
 - Division of Vocational Rehabilitation
 - Wisconsin Innovation Opportunities Act
 - Boys & Girls Club
 - Kenosha CountyCommunity on Transition
 - Aging & Disability Resource Center
- Counselors and teaching staff work collaboratively with special education staff to ensure students with IEPs are signed up for the correct and appropriate classes.
- Family and student messages are provided in dual language whenever possible including translation services built into Xello to support multilingual learners.
- The KUSD Transition Team hosts two annual events to connect students and families to community resources and post-secondary options. The Transition Expo shares information about navigating supports in college, apprenticeships, and employment supports. Navigating

the Future shares information regarding community supports, alternate college programs, and adult programs for individuals with disabilities.

ACP SOFTWARE TOOL/CAREER READINESS TECHNOLOGY

Students in grades 6-12 have access to Xello: College & Career Readiness software. Through Xello, students are able to complete many of the career lessons and activities previously discussed. High school students are also able to explore scholarship opportunities, colleges, careers, and send their transcripts to post-secondary institutions all through the platform.

CURRENT PROGRESS AND FUTURE GOALS FOR IMPLEMENTATION

Through academic and career planning and the Career and Technical Education program, we have provided students with many different opportunities to experience academic and career activities helping to guide them to future success. We have worked to increase opportunities for students to earn dual credit at post-secondary institutions, earn industry-recognized credentials, and participate in career awareness events. During the 2025-2026 school year, KUSD teaching staff and coordinators will review and work to embed the Wisconsin Career Readiness Standards into the grade level curriculum. With KUSD's Growth of a Graduate, the district will work to align components of the Education for Employment plan and the Growth of a Graduate indicators to ensure that "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."

MOST RECENT DATE OF SCHOOL BOARD REVIEW

June 24, 2025

Attachment A: 2024-2025 Youth Apprenticeship business partners

- Absolute Computer Systems
- American Eagle
- AMP'D Electric
- Athletico Physical Therapy - Racine
- Aurora Health Center
- Azura Memory Care of Kenosha
- Beyond Reality Plumbing
- Blackhawk Community Credit Union
- Brookdale Senior Living
- Brookside Care Center
- Cadence Cabinetry, Inc.
- Catalyst Exhibits
- Cheddar's Scratch Kitchen
- Chiappetta Shoes
- Colbert Packaging Corporation
- Crawford & Wright Orthodontics
- Culver's
- CVS Pharmacy
- Dickow Cyzak Tile
- Discount Tire
- Doctors of Physical Therapy
- Don's Auto Parts & Machine Shop
- Dunkin'
- Educators Credit Union
- Elite Fence and Construction
- Familia Dental
- Family Psychiatric Care
- FireHouse Performance
- FNA Group
- Froedtert South
- GenMar Remodeling
- Good Value Pharmacy
- Goodwill Industries
- Handi Ramp
- InSinkErator
- JA Landscape, LLC
- JCPenney
- Kenosha Animal Hospital
- Kenosha Community Health Center (KCC)
- Kenosha Lake Shore Veterinary Clinic
- Kenosha Metal Products, Inc.
- Kenosha Place Assisted Living & Memory Care

- Kenosha Unified School District
- Kid's Castle
- Levi's Outlet Store
- Library Terrace Assisted Living
- LightQuest Outdoor Illumination
- Lov-N-Care Academy
- Martin Petersen Company, Inc.
- McDonald's
- Michael's Signs Inc.
- Misurelli Sorensen Heating & Air Conditioning
- Nosco, Inc.
- Old Navy
- Ono Kenosha Sushi Restaurant & Bar
- Palmen Motors
- Parker Plastics Inc.
- Patco Industries Inc.
- Pleasant Prairie Animal Hospital
- PPC Industries Inc, A DuPont Business
- Rehrig Pacific Co
- Roland Machinery
- Ruffalo's Salon & Spa
- Scamps Gymnastics
- Shel's Bridal & Talent, LLC
- Southern Lakes Credit Union
- Sozo Chiropractic
- State Farm Insurance
- Tenuta's Deli
- The Club At Strawberry Creek
- The Legacy at St. Joseph's
- TK Distinct Properties, LLC/Accent
- Tropical Tan
- Ulta Beauty
- Unidine Corporation
- Valeo's Pizza
- Walgreens
- Willowbrook Assisted Living
- Wisconsin Fuel & Heating, Inc.

Attachment B: Dual credit opportunities available to students in the KUSD

- Transcribed Credit with Gateway Technical College (Availability depends on teacher credentialing and GTC approval)
 - Advanced Accounting Honors
 - AP Computer Science Principles
 - Business and Personal Law
 - CAD Solids
 - Career Foods
 - Child Development 1
 - Child Development 2
 - Civil Engineering and Architecture
 - Computer Aided Design-Beginning
 - Computer Applications
 - Computer Applications for Business
 - Computer Integrated Manufacturing
 - Construction Systems 2
 - Culinary Skills
 - Digital Electronics
 - Early Childhood Education
 - Engineering Design and Development
 - Fundamentals of Engineering/Manufacturing
 - Industrial Internet of Things
 - Interior Design 1
 - Interior Design 2
 - Introduction to Engineering Design
 - Introduction to Industrial Control Systems
 - Introduction to Industrial Robotics
 - Introduction to Mechatronics
 - Java Programming 2 Honors
 - Marketing
 - Personal Finance
 - Welding
- Advanced Standing with Gateway Technical College
 - Introduction to Medical Terminology
- Contract for Service Dual Credit with Gateway Technical College
 - Certified Nursing Assistant
 - CNC Machine Technology
 - Computer Programming C
 - Databases
 - Foundations of CNC Machining
 - Front-End Development with Angular
 - Fundamentals of Blueprint & Safety
 - Game Programming
 - Gauging and Quality Control
 - High School Academies
 - Industrial Controls for Maintenance
 - Industrial Control Systems, Intro to
 - Industrial Internet of Things
 - Intro to DB Concepts

- Intro to Industrial Robotics
 - Intro to Mechatronics
 - Javascript
 - Mechanical Skills for Tech
 - Mobile Game Programming
 - Pneumatics/Hydraulics
 - Programming in Python
 - Web Programming
 - Web Programming Advanced
- Parkside Access to College Credit (PACC)
 - AP Calculus AB
 - AP Statistics
 - AP US History
 - Education Psychology and Assessment
 - Foundations of Education
 - Quantitative Reasoning

Attachment C: Industry-recognized credentials and certifications

- A*S*K Fundamental Business Concepts
- A*S*K Fundamental Marketing Concepts
- Abusive Head Trauma Prevention Certificate
- Autodesk Certified User
- Certified Guest Service Professional Golden Opportunities Certificate
- Certified Nursing Assistant (GTC)
- CNC Operator Certificate (GTC)
- Dremel 3D Printing
- FANUC Robot Certification (GTC)
- Group Child Care Essentials (GTC)
- Infant/Child CPR Certificate
- Introductory Industry 4.0 Certificate (GTC)
- IT - Full Stack Web Developer Certificate (GTC)
- Levels One and Two, Foundations of Restaurant Management and Culinary Arts
- Mechanical Maintenance Technician Certificate (GTC)
- OSHA 10
- SACA Advanced Operations Associate Level
- SACA Basic Operations Associate Level
- SACA Industrial Internet of Things Associate Level
- SACA Robot Systems Operations Associate Level
- ServSafe Food Handler Certificate
- Snap-on Electricity Introduction
- Snap-on Hand Tool Identification and Safety
- Snap-on Multimeter
- Snap-on Pro-Cut Rotor Matching
- Snap-on Wheel & Tire Fundamentals
- Snap-on Wheel Balancer
- Snap-on Wheel Balancing Service
- Snap-on Wheel Service
- Snap-on/Starrett Angle Measurement
- Snap-on/Starrett Caliper Measurement
- Snap-on/Starrett Dial Gauge Measurement
- Snap-on/Starrett Gage Measurement
- Snap-on/Starrett Micrometer Measurement
- Snap-on/Starrett Tape and Rule Measurement
- Tormach XS-Router Desktop CNC Mill Certification

Supplement A: CTE data trends

	Snapshot Year				
CTE Participants	2019-20	2020-21	2021-22	2022-23	2023-24
9th Grade	N/A	994	981	1017	1035
10th Grade	N/A	869	669	863	786
11th Grade	752	955	787	828	823
12th Grade	850	943	848	798	794
Total	1602	3761	3285	3506	3438
	Snapshot Year				
CTE Concentrators	2019-20	2020-21	2021-22	2022-23	2023-24
	1177	1343	1311	1268	1353
	Snapshot Year				
Youth Apprenticeship Participation	2020-21	2021-22	2022-23	2023-24	2024-25
Hospitality & Tourism	11	19	11	6	8
Marketing	40	46	40	25	24
Manufacturing	9	11	13	24	11
STEM	6	5	5	2	1
Transportation	10	5	9	14	8
Business	N/A	N/A	N/A	1	4
Architecture & Construction	4	6	6	10	13
Arts, A/V Tech, & Communications	1	1	2	0	2
Health Science	42	59	33	49	59
Information Technology	1	4	1	2	2
Education	N/A	N/A	N/A	6	5
Agriculture, Food, & Natural Resources	5	7	6	7	9
Finance	3	9	6	5	6
Total	132	172	132	151	152
	84				

	Snapshot Year				
State Approved Industry-Recognized Credentials	2019-20	2020-21	2021-22	2022-23	2023-24
	199	165	188	188	166
	Snapshot Year				
CTSO Participation in 2023-2024	2020-21	2021-22	2022-23	2023-24	2024-25
	N/A	N/A	N/A	296	337

Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

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.”

Bridges in Mathematics is the resource used in K-5 math instruction and student books are a component of that resource. In efforts to be fiscally responsible, we engage in an RFP process to source printing of the student books. Phoenix Printing has been awarded this contract for \$69,285. The Teaching and Learning budget is responsible for this purchase.

The Purchase/Contract Rationale is provided in Appendix A. The quote from Phoenix Printing is provided in Attachment 1.

Vendor	Program/Product	Amount
Phoenix Printing	Printing Bridges in Mathematics student books	\$69,285 T&L Budget

Recommendation

It is the administration's recommendation that the Board of Education approve the contract with Phoenix Printing in the amount of \$69,285 to print Bridges in Mathematics student books.

Dr. Jeffery Weiss
Superintendent of Schools

Mrs. Wendy Tindall
Chief Academic Officer

Mrs. Stacy Cortez
Coordinator of Elementary Mathematics and Science

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 _____



Phoenix Printing, Inc		K-5 MATH WORKBOOKS SPEC SHEET				
WORKBOOKS	Grade	# of Pages	Binding Type	Bid Quantity	Unit Price	Total
Number Corner	Kindergarten	26	Saddle Stitch	1300	\$ 0.95	\$ 1,235.00
Student Book	Kindergarten	42	Saddle Stitch	1300	\$ 1.21	\$ 1,573.00
Number Corner	1st	79	Saddle Stitch	1300	\$ 1.78	\$ 2,314.00
Student Book	1st	80	Saddle Stitch	1300	\$ 1.78	\$ 2,314.00
Number Corner	2nd	102	Saddle Stitch	1300	\$ 2.11	\$ 2,743.00
Student Book	2nd	113	Perfect Bind	1300	\$ 2.87	\$ 3,731.00
Number Corner	3rd	94	Saddle Stitch	1500	\$ 2.00	\$ 3,000.00
Student Book Vol 1	3rd	144	Perfect Bind	1500	\$ 3.25	\$ 4,875.00
Student Book Vol 2	3rd	150	Perfect Bind	1500	\$ 3.34	\$ 5,010.00
Number Corner	4th	126	Perfect Bind	1500	\$ 2.98	\$ 4,470.00
Student Book Vol 1	4th	164	Perfect Bind	1500	\$ 3.55	\$ 5,325.00
Student Book Vol 2	4th	187	Perfect Bind	1500	\$ 3.91	\$ 5,865.00
Number Corner	5th	110	Perfect Bind	1500	\$ 2.74	\$ 4,110.00
Student Book Vol 1	5th	166	Perfect Bind	1600	\$ 3.67	\$ 5,872.00
Student Book Vol 2	5th	188	Perfect Bind	1600	\$ 3.90	\$ 6,240.00

(Vendor's Name Here)		MATH WORKBOOKS SPEC SHEET				
WORKBOOKS	Grade	# of Pages	Binding Type	Bid Quantity	Unit Price	Total
Number Corner	Kindergarten	26	Saddle Stitch	100	\$ 5.81	\$ 581.00
Student Book	Kindergarten	42	Saddle Stitch	100	\$ 6.01	\$ 601.00
Number Corner	1st	79	Saddle Stitch	100	\$ 6.55	\$ 655.00
Student Book	1st	80	Saddle Stitch	100	\$ 6.55	\$ 655.00
Number Corner	2nd	102	Saddle Stitch	100	\$ 6.89	\$ 689.00
Student Book	2nd	113	Perfect Bind	100	\$ 7.09	\$ 709.00
Number Corner	3rd	94	Saddle Stitch	100	\$ 6.75	\$ 675.00
Student Book Vol 1	3rd	144	Perfect Bind	100	\$ 7.43	\$ 743.00
Student Book Vol 2	3rd	150	Perfect Bind	100	\$ 7.49	\$ 749.00
Number Corner	4th	126	Perfect Bind	100	\$ 7.22	\$ 722.00
Student Book Vol 1	4th	164	Perfect Bind	100	\$ 7.63	\$ 763.00
Student Book Vol 2	4th	187	Perfect Bind	100	\$ 7.97	\$ 797.00
Number Corner	5th	110	Perfect Bind	100	\$ 7.09	\$ 709.00
Student Book Vol 1	5th	166	Perfect Bind	100	\$ 7.63	\$ 763.00
Student Book Vol 2	5th	188	Perfect Bind	100	\$ 7.97	\$ 797.00

Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

**Board Approved Student User Fees and Recreation Department
Fees for the 2025-2026 School Year**

As a component of the budget development process, a review of fees charged by the District is conducted annually. The administration is recommending changes to the 2025-26 student user fees and changes to the recreation department fees for the upcoming school year.

Attachment A delineates the proposed Student User Fees Schedule, and Attachment B delineates the proposed Recreation Department Fees Schedule.

District-wide Fee Procedures:

- All fees and payments for a student will be maintained in Infinite Campus by the school at which the student is primarily enrolled. Schools will have access to create fees based on circumstances (e.g., field trips, yearbook, clubs, and activity accounts).
- Charter schools are required to collect all applicable district-required user fees according to the Board-approved fee schedule. Charter schools may retain the fees as part of the individual charter agreements.
- All schools looking to charge for workbooks or any other supplemental consumable materials, not covered by the base fees, must submit the fee to be reviewed and approved by the respective school leadership department prior to the allocation of any funds for the purchase of these materials or the assessment of any such fees.
- Automated phone reminders are sent to families with outstanding balances.

Administrative Recommendation

Administration recommends that the Board of Education approve the attached schedules to establish the fiscal year 2025-2026 student user fees and recreation department fees.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Kenosha Unified School District

Historical Schedule of Student User Fees
Proposed Fees for the 2025-2026 School Year

Base User Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
High School	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67
Middle School	72	72	72	72	72	72	72	72	72	72
Elementary School	44	44	44	44	44	44	44	44	44	44
Pre-School ⁽¹⁾	22	22	22	22	22	22	22	22	22	22

⁽¹⁾ Base User Fee includes individual project materials and workbooks

Program Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1:1 Electronic Device Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kenosha Military Academy Leadership	25	25	25	25	25	25	25	25	25	25

Course Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Technology Education (LakeView Academy)	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35

Athletic Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Athletic Fee High School ⁽²⁾	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Athletic Fee Middle School ⁽³⁾	50	50	50	50	50	50	50	50	50	50
Hockey Participation Fee	900	900	900	900	900	900	900	900	900	900

⁽²⁾ Athletic Fee per sport, \$10 earmarked for building athletic uniforms, \$150 max per student, \$300 per family

⁽³⁾ Athletic Fee per sport, \$5 earmarked for building athletic uniforms, \$100 max per student, \$200 per family

Other School Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Activity Fee ⁽⁴⁾	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Music Activity Fee ⁽⁵⁾	30	30	30	30	30	30	30	30	30	30
Instrument Usage ⁽⁶⁾	50	50	50	50	50	50	50	50	50	100
Parking ⁽⁷⁾	50	50	50	50	50	50	50	50	50	50
After School Program (per day)	-	-	-	-	-	-	-	-	-	-

⁽⁴⁾ Activity Fee (HS, \$30 max per student, \$60 max per family; for debate, forensics, academic decathlon, cheerleading, robotics and other competitive events)

⁽⁵⁾ Music Activity Fee (HS, \$60 max per student; \$120 max per family; for jazz ensemble, chamber orchestra, madrigal singers, golden strings, theater and drama)

⁽⁶⁾ Instrument Usage (MS, HS - \$100 max per student, \$200 max per family)

⁽⁷⁾ Parking (HS, \$30 for only second semester, \$15 for only 4th quarter, students taking classes at multiple buildings will receive complimentary passes with proof of permit from their home school)

Summer School Fees ⁽⁸⁾	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Elementary and Middle Schools	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
High Schools	-	-	-	-	-	-	-	-	-	-
Gear-Up (MS, HS)	-	-	-	-	-	-	-	-	-	-

⁽⁸⁾ Additional consumable fees may apply to summer camp programs

Miscellaneous School Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Fines for Lost or Damaged Locks (MS, HS)	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Copy of Student Records (per page)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Copy of Student Transcripts	5	5	5	5	5	5	5	-	-	-
Lost I.D./Library Card (MS/HS)	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
I.D. Card Lanyard Replacement	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Library Fines and Breakage Charges	At Cost									
Students Unable to Pay	Per School Board Policy									

Kenosha Unified School District

**Historical Schedule of Recreation Department Fees
Proposed Fees for the 2025-2026 School Year**

Adult Basketball	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Team Fee ⁽¹⁾	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680	\$ 680
Player Fee	-	-	-	-	-	-	-	-	-	-
Trophy Fee	-	-	-	-	-	-	-	-	-	-
Adult Softball	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Team Fee ⁽¹⁾	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675	\$ 675
Player Fee	-	-	-	-	-	-	-	-	-	-
Trophy Fee	-	-	-	-	-	-	-	-	-	-
Adult Volleyball	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Team Fee ⁽¹⁾	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280	\$ 280
Player Fee	-	-	-	-	-	-	-	-	-	-
Trophy Fee	-	-	-	-	-	-	-	-	-	-
Swim Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Employee Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lifeguard Training (Red Cross Certification)	150	150	150	150	150	150	150	150	150	150
Student Player Fees	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Instructional Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Competitive Swim	25	25	25	25	25	25	25	25	25	25
Basketball	-	-	-	-	-	-	-	-	-	-
Tennis	-	-	-	-	-	-	-	-	-	-
Weight Training	20	20	20	20	20	20	20	20	20	20
Baseball/Softball	-	-	-	-	-	-	-	-	-	-
Soccer	-	-	-	-	-	-	-	-	-	-
Fine Arts	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Kenosha Youth Performing Arts Center (KYPAC) ⁽²⁾	\$ 50	\$ 50	\$ 50	\$ 50	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 100
Band of the Black Watch ⁽³⁾	150	150	150	165	175	175	175	175	175	200
Rambler Band ⁽³⁾	125	125	125	140	150	150	150	150	150	175
Color Guard ⁽⁴⁾	-	-	-	-	-	-	-	-	-	200
All City Choir	-	-	-	-	-	-	-	-	-	-

⁽¹⁾ Changing to a flat team only fee⁽²⁾ \$100 per season fee, (summer production and winter workshops are separate)⁽³⁾ Fee does not include shoes or trips as not all participants need the shoes and trips are not required⁽⁴⁾ \$200 per season fee, (summer parade and winter competitive programs are separate)

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

June 24, 2025

CHANGES TO BUILDING PERMIT FEES & REGULATIONS

Background:

In light of increased operating costs due to inflation, Administration is recommending that building rental permit rates be increased by 3% over the current rates for the 2025-26 school year. As in years past, the 3% increase for each individual space involves either a round up or a round down to the nearest whole dollar amount for the permit amount. The choice of a 3% increase was based in part on actual cost increases in areas directly related to rental uses, and the increase in the Consumer Price Index increase. The attachment to this report provides a comparison of the current rental rates and the rates being proposed for the 2025-26 school year, and also takes into account the school closures, relocations, and rebranding that occurred over the past year.

Administration Recommendation:

Administration recommends Board approval of the increases to the building rental permit fees effective September 1, 2025, as described in this report.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Patrick Finnemore, P.E.
Director of Facilities

2025-26 Facility Rental Fees	Current Fees: 9/1/24-8/31/25		New Fees +3%: 9/1/25-8/31/26	
<u>HIGH SCHOOL GYMNASIUMS</u>	RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
LOCKER & SHOWER ROOMS: ADDITIONAL FEE	<u>Partial Cost</u>	<u>Full Cost</u>	<u>Partial Cost</u>	<u>Full Cost</u>
Bradford Fieldhouse	\$158	\$209	\$163	\$215
Indian Trail Fieldhouse	\$175	\$234	\$180	\$241
Indian Trail Upper Gym	\$38	\$52	\$39	\$53
Reuther Gym	\$30	\$59	\$31	\$61
Tremper P.E. Center	\$69	\$140	\$71	\$144
Tremper Gym	\$77	\$103	\$79	\$106
Tremper Upper Gym	\$31	\$43	\$32	\$45
Locker & Shower Rooms (per hour):	\$22		\$23	
<u>MIDDLE & ELEMENTARY GYMNASIUMS</u>	RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
INCLUDES LOCKER & SHOWER ROOMS (UNLESS NOTED)	<u>Partial Cost</u>	<u>Full Cost</u>	<u>Partial Cost</u>	<u>Full Cost</u>
Bullen	\$34	\$66	\$35	\$68
Lakeview K-8	\$30	\$59	\$31	\$61
Lance	\$34	\$66	\$35	\$68
Mahone	\$52	\$103	\$53	\$106
Washington	\$30	\$59	\$31	\$61
Brass, Frank, KSOL, Nash, Pleasant Prairie, Somers	\$26	\$52	\$27	\$53
Bose, Forest Park, Grant, Grewenow, Harvey, Hillcrest, Jeffery, Prairie Lane, Roosevelt, Ruth Harman, Southport, Strange, Whittier	\$22	\$43	\$23	\$45
<u>SWIMMING POOLS</u>	INITIAL POOL FEE	RENTAL FEE PER HOUR	INITIAL POOL FEE	RENTAL FEE PER HOUR
INCLUDES LOCKER & SHOWER ROOMS		<u>Partial Cost</u> <u>Full Cost</u>		<u>Partial Cost</u> <u>Full Cost</u>
Bradford	\$283	\$58 \$78	\$291	\$60 \$80
Reuther	\$143	\$30 \$40	\$147	\$31 \$41
Tremper	\$208	\$38 \$52	\$215	\$39 \$54
<u>AUDITORIUMS</u>	RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
Bradford	Performance	\$124		\$127
	Rehearsal	\$87		\$89
Indian Trail	Performance	\$179		\$185
	Rehearsal	\$126		\$129
Reuther	Performance	\$124		\$127
	Rehearsal	\$87		\$89
Tremper	Performance	\$124		\$127
	Rehearsal	\$87		\$89
	Room 120	\$47		\$49
Bullen		\$76		\$79
Lakeview K-8		\$76		\$79
Lance		\$98		\$101
Mahone		\$98		\$101
<u>CAFETERIAS & MULTI-PURPOSE ROOMS</u>	RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
	<u>Partial Cost</u>	<u>Full Cost</u>	<u>Partial Cost</u>	<u>Full Cost</u>
Bradford	\$59	\$80	\$61	\$82
Indian Trail	\$81	\$108	\$84	\$111
Lakeview Tech	\$40	\$55	\$41	\$57
Reuther	\$40	\$55	\$41	\$57
Tremper	\$59	\$80	\$61	\$82
Bullen	\$40	\$55	\$41	\$57
Lakeview K-8	\$40	\$55	\$41	\$57
Lance	\$40	\$55	\$41	\$57
Mahone	\$59	\$80	\$61	\$82
Washington	\$40	\$55	\$41	\$57
Brass, KSOL, Nash, Pleasant Prairie, Prairie Lane, Whittier	94	\$40 \$56	\$41	\$57
Bose, Forest Park, Grewenow, Ruth Harman, Jeffery, Somers		\$38 \$52	\$39	\$53

2025-26 Facility Rental Fees		Current Fees: 9/1/24-8/31/25		New Fees +3%: 9/1/25-8/31/26	
<u>LIBRARIES</u>		RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
		<u>Partial Cost</u>	<u>Full Cost</u>	<u>Partial Cost</u>	<u>Full Cost</u>
Bradford, Indian Trail, Tremper, Mahone		\$48	\$64	\$50	\$66
Reuther, Bullen, Lakeview K-8, Lance, Washington, Brass, Frank, KSOL, Nash, Pleasant Prairie, Prairie Lane, Somers		\$44	\$59	\$46	\$60
Bose, Forest Park, Grant, Grewenow, Harvey, Jeffery, Roosevelt, Ruth Harman, Southport, Strange, Whittier		\$39	\$53	\$40	\$54
<u>MISCELLANEOUS AREAS</u>		RENTAL FEE PER HOUR		RENTAL FEE PER HOUR	
		<u>Partial Cost</u>	<u>Full Cost</u>	<u>Partial Cost</u>	<u>Full Cost</u>
Asphalt/Concrete Areas	Playgrounds, parking lots, concrete spaces	\$10	\$17	\$10	\$18
Classrooms	All Schools	\$38	\$52	\$39	\$53
Commons	Bradford, Tremper	\$40	\$54	\$41	\$56
Computer Labs	All Schools	\$68	\$92	\$70	\$95
Grass Fields – Elementary Schools		\$10	\$17	\$10	\$18
Grass Fields – Middle Schools		\$10	\$17	\$10	\$18
Grass Fields – High Schools	Does <i>not</i> include synthetic turf fields	\$13	\$24	\$13	\$25
Locker Rooms	Bradford, Indian Trail, Tremper, Mahone	N/A	\$22	N/A	\$23
Kitchens	Bradford, Indian Trail, Tremper, Washington	\$44	\$58	\$46	\$60
Tennis Courts	Bullen, Indian Trail, Tremper	\$17	\$24	\$18	\$25
<u>ATHLETIC TURF FIELDS/STADIUMS</u>		RENTAL FEE PER EVENT		RENTAL FEE PER EVENT	
AMECHE FIELD, BRADFORD STADIUM, JASKWHICH FIELD		<u>W/O Lights</u>	<u>With Lights</u>	<u>W/O Lights</u>	<u>With Lights</u>
Football Practice		\$117	\$174	\$120	\$179
Football Game		\$525	\$584	\$540	\$602
Soccer Practice		\$117	\$174	\$120	\$179
Soccer Game		\$348	\$407	\$359	\$419
Track Practice		\$117	\$174	\$120	\$179
Track Meet		\$525	\$584	\$540	\$602
All Day Events	Events lasting longer than 5 hours	\$1,048	\$1,164	\$1,079	\$1,199
Half Day Events	Other events lasting 5 hours or less	\$348	\$407	\$359	\$419
<u>VARSITY BASEBALL/SOFTBALL FIELDS</u>		RENTAL FEE PER EVENT		RENTAL FEE PER EVENT	
ANDY SMITH, BOSMAN, WAVRO		<u>Mon-Wed</u>	<u>Thurs-Sun</u>	<u>Mon-Wed</u>	<u>Thurs-Sun</u>
2-Hour Practice		\$56	\$90	\$58	\$92
Single Game		\$90	\$141	\$92	\$145
Double Header		\$151	\$225	\$156	\$232
All Day Rental		Not Available	\$562	Not Available	\$579

ADDITIONAL FEES*

*Not subject to 3% increase

Permit Processing Fee	\$25 per permit
Custodial Overtime Fee	\$49 per hour
Kitchen Supervision Fee	\$38 per hour
Stadium Manager Fee	\$22 per hour
Field Prep & Manager Fee	\$35 per game
Gum/Seed/Tobacco Cleanup	\$100 per violation

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Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025
Board of Education Meeting

**POLICY AND RULE 1330 - FACILITIES USE, POLICY 1331 - CLASSIFICATION OF GROUPS
USING SCHOOL DISTRICT FACILITIES, AND POLICY 1333 - FACILITIES CHARGES**

Background:

Policies 1330, 1331 and 1333 define who may use Kenosha Unified buildings and properties beyond the school day in accordance with applicable laws and Board-adopted policies, rules and procedures. To ensure the district remains politically neutral and has language to support this, the following has been added to these policies, “District buildings and property shall not be used for political or partisan activities, events, meetings or advocacy by any individual, group or organization.”

This statement will also be added to the 2025-26 and beyond Permit Fees & Regulations for the Use of KUSD Facilities document.

Administration Recommendation:

Administration recommends that the board approve revised Policy And Rule 1330 - Facilities Use, Policy 1331 - Classification Of Groups Using School District Facilities, And Policy 1333 - Facilities Charges as a first reading on June 24, 2025, and a second reading on July 22, 2025.

Dr. Jeffrey Weiss
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

Schools are an integral part of the community in terms of its intellectual and social expression and development. To this end, the District encourages the use of District facilities (including grounds) by the community under conditions prescribed or permitted by law and in accordance with adopted policies, rules and procedures of the School Board.

It is the intent of the Board to encourage and prioritize use of the District's facilities by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups, Community Youth Groups, and Community Groups operating as nonprofit organizations when the facilities are available and upon specific request. It is the intent of the Board to allow the use of District facilities by for-profit and other groups on a limited basis. **District buildings and property shall not be used for political or partisan activities, events, meetings or advocacy by any individual, group or organization.**

The primary use of District facilities is for District activities including curricular, extracurricular and recreational activities. School facilities are generally not available for community use during regularly scheduled school hours or when otherwise in use for District activities.

Authorization for use of District facilities shall not be construed as an endorsement of or approval of any group or organization, nor the purpose it represents. Furthermore, such authorization shall not be construed to allow the permanent institutionalization of community groups or organizations within District facilities.

The Board retains the right to deny use of District facilities and shall be the final authority in all cases. Uses of District facilities for the following shall be strictly prohibited: (1) usage for obscene, pornographic, lewd, vulgar or indecent purposes; and (2) usage that will likely cause substantial disruption or materially interfere with the proper and orderly operation and discipline of the District's schools.

The District's Chief of School Leadership, Director of Facilities Services or Building Principal is authorized to approve/deny and schedule the use of District facilities in accordance with Board policies, rules and procedures. If the request for use is denied, the requesting party may appeal to the Board of Education for approval.

LEGAL REF.: Wisconsin Statutes

Sections	120.12(1)	[Board duty; care, control and management of school property]
	120.12(9)	[Board duty; use for discussion of public questions]
	120.125	[Use for before and after-school child care programs]
	120.12(17)	[Board power; temporary use of school property and authority to charge use fees]
	120.13(19)	[Board power; use for community education programs]
	120.13(21)	[Board power; use for educational lectures]
	120.13(35)	[Board power; presence of persons in school buildings]

Wisconsin Administrative Code

HSS 172.05 [Swimming pool staffing rules]

Equal Access Act [Access to school facilities by non-curriculum related student groups]

Boy Scouts of America Equal Access Act [Access to school facilities by Boy Scouts and other designated youth groups]

CROSS REF.: 1310, Tobacco Use on School Premises
1331, Classification of Groups Using School District Facilities
1333, Charges for Use of District Facilities & Grounds
1350, Use of District Equipment by Community Groups
1600, Visitors
1812, Relations with Parent-Teacher Organizations
3600, School Safety
3622, Access to School Buildings and Grounds
5436, Weapons
6570, Before and/or After-School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 28, 1991
May 27, 2003
December 19, 2006
November 27, 2012
December 18, 2012
February 28, 2017
June 25, 2019
July 26, 2022
July 22, 2025

RULE 1330
FACILITIES USE

The following rules govern the use of District facilities (including grounds) by all organizations and individuals. Violation of these rules may result in revocation of approval, denial of future requests for facility use and/or legal action.

1. No organization or individual shall be permitted to use District facilities when such use interferes with the use of the property for school purposes or school related functions. The determination of whether a requested use interferes with use of the facilities for school purposes or school related functions shall be made by the building principal (where applicable) and the District's Director of Facilities Services/designee.
2. Requests for use of District facilities shall be initiated by the sponsoring person or organization by enrolling and requesting facility use through the "Community Use" calendar and request system online.
3. Requestors shall log into their account online, complete the Facility Use Request, and enter it into the online request system at least three (3) weeks in advance of the proposed date(s) of use. At the time of entering the Facility Use Request online, a permit processing fee shall be paid at the building that is being requested to use. In the event the permit request is denied, the permit processing fee will be returned to the requestor. The requested school will approve/decline the Facility Use Request through the online request system. All participating organizations or groups must be named in the request.
4. All requests must be reviewed by and are subject to the approval of the Director of Facilities Services/designee and building principal (where applicable).
5. Agreements for use of District facilities must be acknowledged by all responsible applicants.
6. Applicants and users must follow all policies, rules and procedures of the District, local ordinances, and Wisconsin Statutes governing the use of public school facilities.
7. Applicants are responsible for any applicable rental fees and additional costs associated with their rental of District facilities in accordance with District Policies 1331 and 1333. Such fees and costs must be paid within 30 days of the billing or shall be subject to the accrual of interest at a rate of twelve percent (12%) per annum. No future Facilities Usage will be allowed to a requestor/organization that has outstanding fees and costs that are 90 days or greater past due since the date of the billing.
8. If additional services are required, the applicant must make separate arrangements with the Director of Facilities Services/designee. Such additional services may subject the applicant to additional fees or charges as determined by the Director of Facilities Services/designee.
9. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.
10. Approved applicants shall be responsible for any damage or loss to District property resulting from their usage and shall reimburse the District for all such damage or loss immediately upon receipt of a written demand for payment from the District.
11. District facilities are to be used only for the purpose and in the areas identified in the rental agreement with the District.
12. Organizations advertising or announcing programs to be held on District property shall identify their sponsorship in any advertisements or announcements of such programs.
13. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or incurred by the District, arising from any injury to any person or loss of or damage to any property, to the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents, and invitees.

14. As determined by the Director of Facilities Services/designee, liability insurance coverage may be required of an applicant. When requested, a Certificate of Insurance, in a form acceptable to the Facilities Department, must be submitted along with the permit processing fee. The minimum acceptable policy limit is \$1,000,000.00 and the District must be named as an additional insured covered by the policy.
15. All cancellations must be made at least five (5) business days in advance of the intended use to either the Facilities Services office or at the applicable building location. The rental cost will be assessed for failure to cancel an approved rental.
16. There is a one-hour MINIMUM usage per rental.
17. All applicants shall be responsible for the conduct and control of any patrons, participants or invitees and must provide sufficient supervision to satisfy the Building Principal and/or Director of Facilities Services/designee that the event will be adequately controlled.
18. The District is not responsible for any personal items of the applicant or other persons using the facilities that are lost, stolen or broken.
19. The applicant and users of District facilities must follow and enforce all state and local laws governing fire prevention and safety.
20. Use of District facilities is contingent upon the availability of custodial services and other necessary services.
21. The possession and use of tobacco products, alcoholic beverages, intoxicants or illegal controlled substances on District property is strictly prohibited.
22. Gambling of any kind is prohibited.
23. Disorderly conduct is prohibited.
24. The use of power driven recreational apparatuses such as snowmobiles, go-carts, mini-bikes, miniature airplanes, and self-propelled modes of transportation such as bicycles, skateboards, roller skates, roller blades and scooters shall not be permitted on District property without the express consent of the Director of Facilities Services/designee. This excludes any electronic, battery operated or mechanical transportation aid for individuals with physical disabilities.
25. Practice for the improvement of golf skills, including the swinging of golf clubs or hitting of golf balls, is not permitted on District property.
26. Use of an open flame on District property is strictly prohibited.
27. The District reserves the right to remove any individual or organization from District facilities for violation of District policies or rules.
28. Any individual or organization failing to conduct their usage consistent with District policies, rules and procedures may be denied subsequent rental.
29. All conditions or situations not covered by these rules shall be handled on a case-by-case basis by the District and the Director of Facilities Services/designee.
30. District facilities shall be open to inspection, at all times, by authorized representatives of the School Board.
31. Approval may be denied if the intended use is contrary to District policy, conflicts with use of the property for school purposes, or may result in danger to others or District property.
32. Lifeguards must be chosen from the Recreation Department's approved list, paid by the user, and must be on duty anytime that the pool is rented. State law and regulations shall be followed when staffing the pool.

POLICY 1331

CLASSIFICATION OF GROUPS USING SCHOOL DISTRICT FACILITIES

Permitted usage and availability of District facilities shall be determined by classification of the group requesting use of the facility. **District buildings and property shall not be used for political or partisan activities, events, meetings or advocacy by any individual, group or organization.** Charges for use of District facilities, including rental and custodial fees, shall vary in accordance with such classification.

The Director of Facilities Services or designee will categorize groups eligible to use District facilities under one of the seven classifications defined below. District facilities shall be made available to eligible groups in the following order, as space and priority allow:

1. School Activity Groups
2. Recreation Department Sponsored Groups
3. School Related Activity Groups
4. Non-Curriculum Related Student Groups
5. Kenosha Unified Community Youth Groups
6. Kenosha Unified Community Groups
7. For-Profit and Other Groups

Classification of groups using District facilities shall be as follows:

1. School Activity Groups
School Activity Groups are those groups that are directly related to a District educational program or extracurricular program sponsored by the District, including academic, athletic, cultural and social group activities (e.g., drama clubs, cheerleading, SADD, FBLA, DECA, etc.).

School Activity Groups will be permitted to use District facilities during non-school hours, with the permission of the Building Principal or Director of Facilities Services, and when such use does not interfere with District purposes. The District will waive the rental fee. The actual custodial fee beyond the normal custodial working hours will be charged to the appropriate school account.

2. Recreation Department Sponsored Groups
Recreation Department Sponsored Groups are those groups or programs that are directly sponsored and administered by the District's Recreation Department.

Recreation Department Sponsored Groups will be allowed to use District facilities for any lawful purpose that promotes the recreation and physical fitness of the District's residents and students. (e.g., senior citizens and summer recreation)

Recreation Department Sponsored Groups will be permitted to use District facilities during non-school hours with the permission of the Coordinator of Athletics/Physical Education and/or Director of Facilities Services, and when such use does not interfere with District purposes or by School Activity Groups. The District will waive the rental fee. The actual custodial fee beyond the normal custodial working hours will be charged to the Recreation Department.

3. School Related Activity Groups
School Related Activity Groups are those groups not under direct sponsorship of the school or District, but related to the schools in that they are organized for the sole purpose of supporting the District's schools and improving District education (e.g., parent-teacher and parent booster groups).

School Related Activity Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or use by School Activity Groups or Recreation Department Sponsored Groups. The District will waive the rental fee. The actual custodial cost beyond the regular custodial working hours will be charged to the School Related Activity Group.

4. Non-Curriculum Related Student Groups

Non-Curriculum Related Student Groups have the following characteristics:

- a. The group is comprised of District students.
- b. The subject matter of the group is not actually taught, or will not soon be taught, as a regularly offered course of the school.
- c. The subject matter of the group does not concern the body of courses as a whole.
- d. Participation in the group is not required for a particular course.
- e. Participation in the group does not result in academic credit.
- f. Group meetings are not directed, controlled, conducted or regularly attended by non-school persons.

Non-Curriculum Related Student Groups will be given equal access and priority to District facilities. The District will not deny equal access or a fair opportunity to, or discriminate against, any Non-Curriculum-Related Student Group who wishes to conduct a meeting on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Non-Curriculum Related Student Groups may not be sponsored by the school, the District, or their agents or employees. Meetings of Non-Curriculum Related Student Groups must be student-initiated and voluntary.

Non-Curriculum Related Student Groups will be permitted to use District facilities for any purpose that does not materially and substantially interfere with the orderly conduct of educational activities within the school. The District retains the right to deny access to District facilities to maintain order and discipline on school premises, to protect the wellbeing of District students and faculty, and to assure that attendance of students at meetings is voluntary.

Non-Curriculum Related Student Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups or School Related Activity Groups. The District will waive the rental fee. The actual custodial cost beyond the normal custodial working hours will be charged to the Non-Curriculum Related Student Groups

5. Kenosha Unified Community Youth Groups

A Kenosha Unified Community Youth Group is a non-profit group or organization whose primary purpose is to serve children and youth of the Kenosha Unified School District (e.g., Scouts and youth sports). The focus of the use of District facilities must be to provide a program that actively involves young people who reside within the boundaries of the District.

The Kenosha Unified Community Youth Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups or Non-Curriculum Related Student Groups. Rental fees may or may not be waived based on the nature of the organization:

- Groups where organizers, coaches, leaders, or other individuals associated with the group are not compensated for their volunteer work will have fees waived by the District. This includes, but is not limited to, Scouts and recreational sports programs, such as the Boys & Girls Club recreational teams.
- Groups where organizers, coaches, leaders, or other individuals associated with the group are compensated in some financial manner for their services, will be charged the partial rental fee rate. This includes, but is not limited to, club sports teams and travel teams.

The actual custodial fee beyond the normal custodial working hours will be charged to the Kenosha Unified Community Youth Groups.

6. Kenosha Unified Community Groups

Kenosha Unified Community Groups are nonprofit groups that intend to use District facilities for a lawful non-school purpose primarily for adults.

To qualify as a Kenosha Unified Community Group, at least 51% of the owners or members of the group or at least 51% of its attendees during use of District facilities must be residents of Kenosha Unified attendance area. Certified lists of members, owners, or attendees, with addresses, may be requested when applying for use of District facilities.

Kenosha Unified Community Groups may use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services and when such use does not interfere with District purposes or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups or Kenosha Unified Community Youth Groups.

Kenosha Unified Community Groups will be charged rent for the use of facilities and actual custodial fee beyond the normal custodial working hours.

7. For-Profit and Other Groups

For-Profit and Other Groups are groups, organizations or individual(s) that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated herein.

To qualify as a For-Profit and Other Group, at least 51% of the owners or members of the group or at least 51% of its attendees during use of District facilities must be residents of Kenosha Unified attendance area. Certified lists of members, owners, or attendees, with addresses, may be requested when applying for use of District facilities.

For-Profit and Other Groups may use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups, Kenosha Unified Community Youth Groups or Kenosha Unified Community Groups. For-Profit and Other Groups will be charged rent for use of facilities and actual custodial fee beyond the normal custodial working hours.

Nothing in this policy or any other District policy is intended to prohibit or affect the use of District facilities for free discussions of public questions upon the written application of one-half of the District's electors pursuant to state law.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1)	[Board duty; care, control and management of school property]
120.12(9)	[Board duty; use for discussion of public questions]
120.125	[Use for before and after-school child care programs]
120.13(17)	[Board power; temporary use of school property and authority to charge use fees]
120.13(19)	[Board power; use for community education programs]
120.13(21)	[Board power; use for educational lectures]
120.13(35)	[Board power; presence of persons in school buildings]

Wisconsin Administrative Code

HSS 172.05 [Swimming pool staffing rules]

Equal Access Act [Access to school facilities by non-curriculum-related student groups]

Boy Scouts of America Equal Access Act [Access to school facilities by Boy Scouts and other designated youth groups]

CROSS REF.: 1310, Tobacco Use on School Premises

1330, Facilities Use

1333, Charges for Use of District Facilities & Grounds

1812, Relations with Parent-Teacher Organizations

5436, Weapons

6570, Before and/or After School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 28, 1991
May 27, 2003
December 18, 2012
February 28, 2017
June 25, 2019
July 22, 2025

POLICY 1333
FACILITIES CHARGES

The School Board shall establish and publish a fee schedule for use of District facilities. Said fee schedule shall not exceed the actual costs associated with the rental of the facilities or the actual cost for custodial or other services when outside of the normal working hours. If the event or activity is a fundraiser, or user/hourly rates for service are charged to participants, Kenosha Unified Youth Groups will be charged the rental cost. Kenosha Unified Community Groups, primarily for adult activities, and For-Profit and Other Groups will be charged a modified rental cost including indirect and depreciation charges. Fees may be charged for rental and custodial costs associated with use of District facilities in accordance with adopted policies, rules and procedures and the fee schedule. The fee schedule shall be reviewed on at least an annual basis.

District buildings and property shall not be used for political or partisan activities, events, meetings or advocacy by any individual, group or organization.

The Board shall annually approve rental fees, at a reduced rate, for the use of District facilities for before and/or after school child care programs established through District policy during the regular school year.

The Board retains the right to waive or adjust any fees associated with use of District facilities.

LEGAL REF.: Wisconsin Statutes

Sections	120.125	[Use for before and after-school child care programs]
	120.13(17)	[Board power; temporary use of school property and authority to charge use fees]
	120.13(19)	[Board power; use for community education programs]
	120.13(21)	[Board power; use for educational lectures]

CROSS REF.: 1330, Facilities Use

1331, Classification of Groups Using School District Facilities

1812, Relations with Parent-Teacher Organizations

6570, Before and/or After-School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 8, 1990

REVISED: May 28, 1991
June 13, 2000
May 27, 2003
December 19, 2006
July 22, 2025

Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

2025-2026 EMPLOYEE HANDBOOK

Background:

The 2025-2026 Employee Handbook is the seventh 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 2025-2026 Employee Handbook:

Cover Page:

- Updated to reflect 2025-2026 school year.

Changes Policy References (Throughout Handbook)

- The handbook will now provide a link to the board policy rather than list the language of the policy to ensure that the handbook is as current as possible.
- Where there was just a board policy number, we have added the name of the policy to ensure staff know what the policy references when they link to it.

Overtime/Compensatory Time Off for Non-Exempt Employees (pg. 23)

- Wording was added to provide guidance on when compensatory time could be taken.

Bereavement (pg. 30)

- Leave must now be taken within three months of instead of six months of the relative's passing.

Family and Medical Leave (FMLA) Act (pg. 32)

- Wording was added to #10 regarding recovery of premiums if the employee does not return to work after the leave.
- Added a web link to the Wisconsin FMLA site

Tuition Assistance (pg. 37)

- Wording was added to provide clarification on when this benefit would be available.

Worker's Compensation (pg. 37)

- Wording was added to show that the district would pay for the state mandated three day waiting period.

Employee Dress and Grooming (pg. 42-43)

- Updated language and guidance outlining dress based on the employee's position and function.

General Rules of Conduct (pg. 50)

- Wording was added to rule #25, to expand the conduct which the district believes staff should not engage in.

Administrative Recommendations:

Administration recommends the Board of Education approve the 2025-2026 Employee Handbook with the revisions noted above.

Dr. Jeffrey Weiss
Superintendent of Schools

Kevin Neir
Chief Human Resources Officer



EMPLOYEE HANDBOOK

EFFECTIVE JULY 1, 2025

2025 - 2026



EMPLOYEE HANDBOOK

EFFECTIVE JULY 1, 2024



2024-25
EDITION



CONTENTS

MESSAGE FROM THE SUPERINTENDENT	5
INTRODUCTION	6
Disclaimer Statement.....	<u>7</u> 6
Common Terms and Definition.....	<u>8</u> 7
Management Responsibilities and Employee Expectations	<u>8</u> 7
SECTION 1: EMPLOYMENT	<u>10</u> 9
Equal Opportunity Employer	<u>10</u> 9
Anti-Harassment	<u>10</u> 9
Employee Discrimination and Harassment Complaint Procedure.....	11
Use of Telephone/Mobile Phones	<u>12</u> 11
Use of Cameras, Video and Audio Recording Devices	<u>13</u> 12
Staff Acceptable Use	<u>13</u> 12
Conflict of Interest	<u>18</u> 17
School Year/Hours of the Day/Workday.....	<u>19</u> 18
Lunch Periods.....	<u>20</u> 19
Break Time for Nursing Mothers	<u>20</u> 19
Emergency Closings	<u>20</u> 19
Staff Reporting Requirements	<u>21</u> 20
Job Postings.....	<u>22</u> 21
Employment ID	<u>22</u> 21
Facility Visitors	<u>22</u> 21
SECTION 2: COMPENSATION	<u>23</u> 22
Base Pay	<u>23</u> 22
Job Classifications	<u>23</u> 22
Payroll	<u>23</u> 22
Direct Deposit	<u>23</u> 22
Employee Intranet	<u>23</u> 22
Overtime/Compensatory Time Off for Non-Exempt Employees.....	<u>23</u> 22
Time and Attendance.....	<u>24</u> 23
Payroll Deduction.....	<u>24</u> 23
Garnishments and Wage Assignments	<u>24</u> 23
Tax Deferred Investments.....	<u>24</u> 23
SECTION 3: EMPLOYMENT CHANGES	<u>25</u> 24
Personnel Data Changes	<u>25</u> 24

Personnel Records	<u>25</u> 24
Employee Evaluations	<u>26</u> 25
SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES	<u>27</u> 26
Benefits	<u>27</u> 26
Vacation Days.....	<u>27</u> 26
Carryover Vacation Days.....	<u>28</u> 27
Personal Days.....	<u>28</u> 27
Illness on a Holiday or Vacation Day.....	<u>28</u> 27
Holidays.....	<u>28</u> 27
Additional Holiday Information	<u>29</u> 28
Sick Days.....	<u>29</u> 28
Bereavement.....	<u>30</u> 29
Jury Duty	<u>30</u> 29
Family and Medical Leave Act (FMLA)	<u>30</u> 29
Wisconsin Bone Marrow and Organ Donation Leave Act.....	<u>32</u> 31
Maternity/Paternity Leave.....	<u>34</u> 32
Child Rearing Leave.....	<u>34</u> 32
Non-FMLA Medical Leave	<u>34</u> 32
Military Leave.....	<u>35</u> 33
Retirement in Wisconsin Retirement System	<u>35</u> 33
Employee Assistance Program.....	<u>35</u> 33
Travel Pay Policy	<u>36</u> 34
Tuition Assistance	<u>36</u> 34
Worker's Compensation	<u>37</u> 35
Light Duty – Worker's Compensation	<u>38</u> 36
Employee Property	<u>38</u> 36
SECTION 5: CONDITIONS OF EMPLOYMENT	<u>39</u> 37
Required Medical Documentation: Non-Certified Positions	<u>39</u> 37
Required Transcripts, Certification and Medical Documentation: Certified Staff.....	<u>39</u> 37
Required Documentation: Non-FTE/Timesheet/Temporary Staff.....	36
Licensure	<u>40</u> 38
Staff Physical Examinations	<u>40</u> 38
Employee Attendance and Punctuality.....	<u>41</u> 39
Absence Reporting/Procedures	<u>42</u> 40
Accident Reports.....	<u>42</u> 40

Employee Dress and Grooming	42	40
Alcohol and Drug Free Workplace	43	41
Drug Testing: Reasonable Suspicion	44	42
Tobacco and/or Vaping Device Use on District Premises	45	43
Employee Right to Know: Toxic Substances and Infectious Agents	46	43
Employee Training and Professional Learning	46	43
Mandatory Training	46	44
SECTION 6: EMPLOYMENT SEPARATION	47	45
Termination of Employment by the District	47	45
Reduction in Force	47	45
Employee Resignation/Retirement.....	47	45
Teacher Resignation Forfeiture	47	45
Medical Leave Separation	48	46
Job Abandonment.....	48	46
SECTION 7: EMPLOYEE CONDUCT, CODE OF ETHICS AND DISCIPLINARY ACTION	49	47
General Rules of Conduct	49	47
Staff-Student Relationships and Professional Boundaries.....		46
Employee Code of Ethics.....	50	48
Employee Discipline	52	50
Progressive Discipline/Termination Procedures.....	53	51
Employee Complaint (Grievance) Procedure.....	54	52
Staff Gifts	57	55
Staff Misconduct Reporting	57	55
Leadership Called Meetings	57	55
Teacher Planning and Collaboration Time	57	55
Violence in the Workplace	57	55
Employee Information Boards	58	56
Anti-Graffiti	58	56
Searches.....	59	57
EMPLOYEE ACKNOWLEDGEMENT	61	59

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 Employment Opportunity and Affirmative Action 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 4110 Equal Employment Opportunity and Affirmative Action and Rule 4110

Employee 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:

Reference: Board Policy 4111 Employee Anti-Harassment

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.

Reference: Board Policy 4111.1 Employee Discrimination and Harassment Complaint Procedure and Rule 4111.1

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 Technology 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, 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 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 support staff, if necessary. In that case, the employee shall change his or her password immediately after the 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 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 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. 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.~~

Reference: [Board Policy 4226 Staff Technology Acceptable Use Policy and Rule 4226 Guidelines for Staff Technology Acceptable Use](#)

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 Conflicts of Interest \(Nepotism\) and Rule 4331 Guidelines for Implementation of Conflicts of Interest Policy](#)

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;
- 1.—Attending events at another K-12 educational institution that are open to the public;
- 2.—Attending Parent Teacher Organization (PTO) meetings or events;
- 3.—Volunteering at a K-12 educational institution's charity event or gathering;
- 4.—Volunteering in a classroom to assist a teacher with student activities;
- 5.—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;
- 1.—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);
- 2.—Serving on a board for another K-12 educational institution within the KUSD boundaries.
- 3.—Work which interferes with your responsibility as a District employee and interferes with your independent judgement in the exercise of your official duties;
- 4.—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 Limitations on Outside Employment](#)

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

~~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 Emergency School Closings and/or Learning Adjustments and Rule 3643](#)

Staff Reporting Requirements

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.

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 closed; no students are expected to report. The Kenosha Senior Center also will be closed. KUSD employees—see below for attendance and guidelines.

~~Two (2) days are built into the academic calendar for school closings.~~

- ~~• 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, 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. **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, 6210, 5310, 3511*~~

~~*Wisconsin Statutes, Sections*~~

~~*115.01(1)*~~

~~*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. 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. 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. Compensatory time must be approved and agreed upon between supervisor and employee. An employee may not accumulate more than 5 days of compensatory time in a calendar year and must use this time before the start of the following calendar year. Compensatory time must be used in whole or half-day increments.

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 4260 Personnel Records and Rule 4260 Guidelines for Maintenance of Personnel Records*

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 4380 Employee Evaluations and Rule 4380 Employee Evaluation Guidelines*

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 [Agreement](#) 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 (2) of them as paid personal days. 10-month FTE employees may request to use up to ~~five~~ four (5) 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 Agreement 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 Thanksgiving Day Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve New Year's Day Martin Luther King, Jr. Day Good Friday Memorial Day	Labor Day Thanksgiving Day Day after Thanksgiving Christmas Day New Year's 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. Anytime an employee misses three or more consecutive days, the employee will 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. 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~~ three 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 responsible to pay the District ~~liable to the District~~ for any health coverage premiums paid on your behalf during your leave and coverage will be cancelled at the end of the month in which your last premium payment was collected. ~~back to the date of your last paid premium.~~ Any medical expenses incurred after that date will be the employee's responsibility.

* 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. [\(USERRA: Uniformed Services Employment and Reemployment Rights Act\)](#)

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 Employee Assistance Program and Rule 4233 Employee Assistance Program Guidelines](#)

Travel Pay Policy[Mileage Reimbursement](#)

~~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 Mileage Reimbursement and Rule 3412](#)

~~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.~~ If tier movement is approved by the Board for the current fiscal year, the movement will happen as soon as administratively possible.

ADMINISTRATIVE, SUPERVISORY AND TECHNICAL EMPLOYEES (AST)

See AST Agreement 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. There is a State mandated 3-day waiting period before benefits may begin. The 3-day waiting period will be paid by the District.

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 (1-833-564-0894). 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~~

Loss or Damage of Personal Property on District Premises ~~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 Loss or Damage of Personal Property on District Premises

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 Staff Physical Examinations and Rule 4231 Staff Physical Examination Guidelines](#)

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 Employee Attendance and Punctuality and Rule 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 Accident Reports~~

Employee Dress and Grooming

The District supports a professional and welcoming environment where employees are encouraged to dress appropriately for their roles, responsibilities and daily activities. This approach allows flexibility while maintaining a neat, respectful and professional appearance.

Guidelines:

- Employees should choose attire that reflects good judgement and aligns with the nature of their work for the day, whether it's business attire for meetings or more casual, functional clothing for active or hands-on roles.
- Clothing should be clean, neat and free from offensive language or imagery. Overly revealing attire (e.g., exposed midriff, backless tops, spaghetti straps) or disheveled (e.g., ripped or excessively worn clothing) is inappropriate.
- While casual options like jeans are acceptable, employees must maintain a polished appearance and use discretion.
- Certain roles may require specific attire (e.g., uniforms, safety gear), and employees should adhere to those expectations as needed.

Supervisors and administrators may provide additional guidance based on specific job functions or workplace events. Supervisors will introduce these expectations to employees at the time of hiring.

Supervisors may ask employees to make adjustments if their attire does not align with these standards. Ongoing concerns may result in corrective action.

~~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:

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 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 conviction for a violation occurring on district premises or while conducting district business off premises with-in 24 hours of a conviction.~~

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

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

Reference: [Board Policy 4221 Alcohol and Drug-Free Workplace 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 Tobacco and/or Vaping Device Use](#)

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 Employees Right to Know \(Toxic Substances and Infectious Agents\)](#)

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~~

Resignation Forfeiture for Certified Instructional Staff

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. There should be no aggressive interaction with students or staff such as but not limited to pushing, punching, unwelcome physical contact, etc.
25. Providing false statements to your supervisor or during an investigation.

Staff-Student Relationships and Professional Boundaries

~~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 Staff-Student Relationships and Professional Boundaries and Rule 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 Code of Ethics](#)

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 process 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 4362 Employee Discipline and Rule 4362 Employee Discipline Procedures](#)
[Board Policy 4270 General Employee Complaints and Rule 4270 General Employee Complaint Procedures](#)

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.~~

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 involves any of the following steps: , 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 Employee Complaint \(Grievance\)](#)

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 Gifts](#)

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 Staff Misconduct Reporting and Rule 4223 Guidelines for Reporting Staff Misconduct](#)

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 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 Violence in the Workplace](#)

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

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Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

Policy 4229 - Employee Dress and Grooming

Background:

The following policy is being brought forward to change only one aspect of the current policy. There has been much feedback from staff regarding the ability to wear blue jeans during the work day. This has been a common request from staff and presents itself each time the Office of Human Resources asks for feedback on the KUSD Employee Handbook.

Change:

The entire policy, 4229 would be deleted and any reference to employee dress and grooming would be communicated in the KUSD Employee Handbook.

Administrative Recommendations:

Administration recommends the Board of Education approve the removal of Policy 4229 and Rule 4229 – Employee Dress and Groom and reflect the information in the KUSD Employee Handbook.

Dr. Jeffrey Weiss
Superintendent of Schools

Kevin Neir
Chief Human Resources Officer

POLICY 4229
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.

~~LEGAL REF.: Wisconsin Statutes~~

~~Sections 103.14 [grooming requirement notification]~~

~~120.12(2) [board duty; provide general supervision over the schools]~~

~~120.13(1) [board power; do all things reasonable for the cause of
education]~~

~~U.S. Constitution, First Amendment [free speech]~~

~~CROSS REF.: 4110, Equal Opportunity Employment and Affirmative Action~~

~~4362, Employee Discipline~~

~~Employee Handbook~~

~~ADMINISTRATIVE REGULATIONS: None~~

AFFIRMED: July 25, 2006

March 28, 2017

June 24, 2025

RULE 4229

EMPLOYEE PERSONAL APPEARANCE STANDARDS

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, inappropriate or 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.~~

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 24, 2025

CLASSIFICATION, COMPENSATION AND PERSONNEL POLICY FOR GENERAL
ADMINISTRATIVE, INSTRUCTIONAL ADMINISTRATIVE, SUPERVISORY AND
TECHNICAL PERSONNEL AGREEMENT

Background:

The Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel is a two-year policy that outlines benefits other than health, vision and dental for all of the aforementioned groups.

There are six (6) suggested updates for the 2025-2026 policy.

1. The title of the document was changed from Policy to Agreement and any wording in the document will reflect that change.
2. Duration of the agreement was changed from two (2) years to one (1) year.
3. There was a change on when the agreement should be reviewed prior to expiration (pg.8), February 16 was deleted and replaced with March 1.
4. Under Outside Employment (pg. 9), wording was deleted and reference was made to the Board Policy 4391 - Limitations On Outside Employment.
5. Early Retirement Eligibility (pg. 10) #3 was deleted and numbering was reassigned.
6. Retiree Health/Dental (pg. 9 & 10) #1 and #2 had reference to Early Retirement; therefore, #3 was deleted.

Board Consideration:

The 2025-2026 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel Agreement is being recommended for approval by the Board on June 24, 2025.

Dr. Jeffrey Weiss
Superintendent of Schools

Kevin Neir
Chief Human Resources Officer



**~~CLASSIFICATION, COMPENSATION AND PERSONNEL~~
~~POLICY FOR~~
~~GENERAL ADMINISTRATIVE, INSTRUCTIONAL~~
~~ADMINISTRATIVE, SUPERVISORY AND TECHNICAL~~
~~PERSONNEL~~ **AGREEMENT**
~~2023-2025~~**

I. APPLICATION AND EFFECTIVE DATE OF OPERATION

The agreements policy herein set forth and detailed shall be effective upon the date of adoption and shall govern the classification, compensation and working conditions of all administrative, supervisory, and technical (“AST”) personnel, except the Superintendent of Schools, in addition to language outlined in the Employee Handbook and Board Policies and Rules. Detailed benefit information can be found on the staff intranet.

II. ADOPTION OF THIS AGREEMENT ~~POLICY~~

In the adoption of this agreements policy, the Board of Education expresses the plan that it shall follow in compensating and classifying its AST personnel. It is understood that the Board of Education reserves the right from time to time to make adjustments ~~to in this~~ these agreements policy to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The agreements policy contained herein shall, at a minimum of ~~one~~ two years, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being reported to the Board of Education.

III. BASIS FOR DETERMINATION OF SALARY AGREEMENT ~~POLICY~~ AND OTHER WORKING CONDITIONS

Recognition is made of the fact that only professionally qualified individuals who meet the qualifications identified in the position’s job description will be appointed to positions herein specified based on the approved job description for the position. Prior to posting and filling any of these positions, AST job descriptions shall be reviewed and updated by the Office of Human Resources and approved by the Superintendent of Schools prior to posting on WECAN and/or other job boards deemed appropriate by HR. All other job descriptions shall be reviewed and updated as needed.

IV. EMPLOYEE CLASSIFICATION DEFINITIONS

A. Administrative employee – For the purpose of this agreement policy, “administrative employee”

will be defined, as per the EEOC definition of an Executive/Senior Level Official Manager or First/Mid-Level Mid-Level Official/Manager as an employee who:

1. Plans, directs, and formulates policies; sets strategy; and who plans, directs, and coordinates activities with the support of subordinate executives and staff managers; or
2. Oversees and directs the delivery of services or functions and who implements policies, programs and directives of an Executive/Senior Level Official/Manager.
3. The administrative employees’ job titles on the AST salary schedule will include an “***” indicator.

B. Supervisory employee – For the purpose of this agreement policy, “supervisory employee” will be defined, as per the EEOC definition of Professional, as an employee:

1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
2. Whose job tasks include the ability to exercise significant direction over another person’s daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
3. The supervisory employees’ job titles on the AST salary schedule will include an “***” indicator.

C. Technical employee– For the purpose of this agreement policy, “technical employee” will be defined, as per the EEOC definition of a Technician or Administrative Support Worker, as an employee:

1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
3. The technical employees’ job titles on the AST salary schedule will include an

“*” indicator.

V. SALARY AGREEMENT ~~POLICY~~

A. Annual Salary Adjustment

1. Salary percentage increases for AST personnel (other than the Superintendent) shall be considered and determined annually by the Board of Education based upon recommendation from the Superintendent of Schools and in compliance with guidelines imposed by the State legislature.
2. Eligible ASTs shall be advanced for step movements on the salary schedule in effect upon Board approval provided that the District has the ability to pay for step advancements.

B. Salary Schedule Structure

1. Salaries are established for each level of employment with annual longevity, salary schedule and education/professional lane increases determined by the Board of Education following review of recommendations from the Superintendent of Schools.
 - a. Individuals who are on a performance improvement plan or do not provide satisfactory service are not eligible for any salary increases, stipends or merit awards.
 - b. The Superintendent, with the approval of the Board of Education, may implement a merit pay plan.

C. Changes in Salary and Classification

1. Salary

- a. The Superintendent will annually meet with the Board of Education for discussion of AST salary and benefit proposals in accordance with the timelines described in Article ~~V~~, A.V.A, 1. Prior to such meeting, the Superintendent will meet with the Education Leaders of Kenosha (hereinafter referred to as “ELK”) or its designee.
- b. Salary levels are to be reviewed and compared with normative information, and recommended changes may be incorporated as a budget assumption to be presented to the Board of Education for consideration.

2. Classification

- a. The Superintendent may institute reclassification of positions as needed to reflect changes in responsibility with the approval of the Board of Education.

D. Salary Status as a Result of Transfer Appointment or Position Reclassification Persons in the District transferred from one AST position to another position, will be placed at a salary level based upon qualifications and experience at the discretion of the Superintendent of Schools with the approval of the Board of Education. Such transfer could result in an increase or decrease in salary. Any such increase in salary shall commence on the first pay period following the position change; any such decrease in salary shall commence on the first pay period of the school semester following the position change.

E. Conformity with Applicable Laws

All salary compensation changes, whether pertaining to base salary, equity adjustment, merit or any other salary compensation item, and all fringe benefit changes, shall comply with any applicable laws regarding same.

VI. FRINGE BENEFITS

A. Vacation

Vacation shall be accrued on a fiscal year (July 1 - June 30) and taken on a calendar year (January 1 - December 31). Vacation is accrued at a 1/12 per month basis.

All supervisory and technical employees under this agreement policy will receive vacation as follows:

- a. One week = five days
- b. During first year of employment – two weeks (prorated)
- c. After first year – three weeks
- d. After second year – four weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.

All administrative employees under this agreement policy will receive vacation as follows:

- a. One week = five days
- b. During first year of employment – three weeks (prorated)
- c. After first year – four weeks
- d. After second year – five weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.
- f. ~~Holidays~~

B. The following days will be paid holidays for AST personnel: New

Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Christmas Eve

Spring Break Week
Memorial Day
Independence Day

Christmas Day
Winter Break

If any of the named holidays fall on a Saturday or Sunday, either the preceding or the following normal workday as approved by the Board of Education shall be observed as the holiday.

C. Tuition Reimbursement

AST personnel shall be eligible to request tuition reimbursement for college, university or technical school coursework under the following conditions provided the Employee has completed one full year of continuous full-time employment within the AST classification:

1. Courses must be job related and individuals must request written approval in advance of taking the course(s) from the Superintendent or designee prior to enrollment. The approval for reimbursement shall be contingent upon the availability of funds.
2. An official transcript or certification attesting to completion of such coursework must be filed with the Office of Human Resources along with evidence of tuition payment by the individual within 60 days after the completion of the coursework.
3. Reimbursement will be made for actual tuition costs only not to exceed the UW-System (Milwaukee) cost per credit up to a maximum sum of 24 credits in the last five years. Employees earning an "A", "B" or "Pass" in any authorized course will be reimbursed at 100% of the documented cost. There will be no reimbursement for less than "B" level work. Employees who leave employment with the District for reasons other than retirement within one year of completion of the authorized course(s) shall be obligated to repay the District two-thirds of the tuition cost paid by the District within 30 days of resignation or termination; and employees who leave employment for reasons other than retirement within two years shall repay one-third of the tuition cost within 30 days of resignation or termination.

D. Sick Leave

1. General Provisions

- a. Sick leave with full pay shall be earned and credited at the rate of one day per month for each month the employee is employed by the District. Unused sick leave shall be accumulated to a maximum of 120 days. AST employees, who had accumulated sick leave while employed by the District as a non-AST employee, may carry over their accumulated non-AST sick days.

Non-AST sick days shall be used before any sick days accrued as an AST, but in no case shall the total of AST and non- AST sick days exceed 120 days.

- b. After a minimum of 10 full years of continuous employment as AST personnel, employees covered under this ~~agreement~~ policy whose employment ends for reasons other than termination (~~i.e. i.e.~~, resignation or retirement) shall be entitled to receive a payment equal to 50% of the value of any accumulated unused sick leave earned as an AST employee at the time of such separation (~~i.e. i.e.~~, resignation or retirement) at the rate of pay at the time of separation (~~i.e. i.e.~~, resignation or retirement). The District shall make such payment within 90 days after separation (~~i.e. i.e.~~, resignation or retirement) of employment. The District shall make such payment in the form of a post-employment contribution to a tax-sheltered annuity.

2. Personal Injury Benefits

- a. Whenever the employee is absent as a result of personal injury caused by an assault by a student, occurring in the course of the employee's employment, the employee shall be paid his/her full salary for the period of such absence, and no part of such absence will be charged to his/her annual sick leave. Under these conditions, any benefits accruing to the employee would be remitted to the District.
- b. Whenever the employee is absent as a result of personal injury occurring on district property and not due to the employee's negligence, the employee shall be paid his/her full salary less weekly indemnity under the Workers' Compensation Act for the period of his/her disability up to thirty 30 contract days and no part of such absence shall be charged to his/her accumulated sick leave.

3. Initial Sick Leave Credit

The District acknowledges that no formal sick leave policy existed prior to the adoption of this ~~agreement~~ policy effective July 1, 1997. Therefore, in recognition of the tenure of the District's employees prior to July 1, 1997, the ~~full-time~~ full-time employees of the District as of July 1, 1997, covered by this ~~agreement~~ policy, are granted accrued sick leave benefits as of July 1, 1997, (whether or not such ~~full-time~~ full-time employment was as an AST employee) as follows: One day per month for each month of consecutive ~~full-time~~ full-time employment with the district as of July 1, 1997, to a maximum of 120 days.

E. Other Leave

1. Employees covered by this ~~agreement~~ policy who have completed a minimum of three years of continuous full-time service within the AST

classification shall be eligible to request a personal leave for up to one year. Said leave, if approved by the Superintendent or his/her designee, shall be without compensation. Upon return from such leave, the AST personnel shall be immediately reinstated in his or her former position, if then available, and if

not to a substantially equivalent position which he or she is competent to perform. Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time.

- ~~1.~~2. The District will grant the necessary time off with pay for employees who are subpoenaed to appear in court proceedings: (1) in connection with the employee's employment; or (2) in any other legal proceeding, if the employee is not a party to the action. Such approved absence will be with pay provided the employee remits to the District any fees received and files the subpoena with the Office of Human Resources. Time off with pay for purpose of attending court proceedings shall include the adoption and/or accepting appointment as guardian of a child by the employee.

VII. ADDITIONAL COMPENSATION – EDUCATION AND PROFESSIONAL DEVELOPMENT LANES

The Board of Education shall provide compensation in the amount of \$1,500 annually for up to one achievement in each of the following categories for no more than a total of \$4,500 annually:

- A. Master's degree plus 30 college credits or equivalent continuing education units (CEU's) (Implied in Ph.D. or Ed. D.). *Once this achievement is approved and received, no further documentation is needed to continue receiving this stipend on an annual basis.*
- B. Professional licensure/certifications including, but not limited to, Certified Public Accountant (CPA), American Institute of Architects (AIA), Professional Engineer (PE), Registered Dietician (RD), Certified Network Engineer (CNE), Microsoft Certified Software Engineer (MCSE), etc. Those who attained this achievement on or prior to June 30, 2019, shall be grandfathered in receiving their annual stipend without needing to meet the criteria below. Those attaining the achievement July 1, 2019, and beyond must meet all criteria as outlined.

Professional licensure/certifications considered for additional compensation must:

1. Be earned through the State of Wisconsin or a professional association
2. Be pertinent to the employee's current position
3. Receive supervisor approval (specifically as it relates to the employee's position)
4. Require continuing education to maintain the licensure/certification (e.g.e.g., credits or coursework required to remain certified/licensed)
5. Be turned in to the Office of Human Resources on an annual basis on or before April 30 with all supporting documentation showing supervisor approval, what continuing education is required to maintain licensure/

certification, the credits/coursework completed to maintain licensure/ certification, and the updated license/certificate for the current year

- C. Master Administrator designation through the Wisconsin Department of Public Instruction. *Once this achievement is approved and received, no further documentation is needed to continue receiving this stipend on an annual basis.*

Any and all required documentation for each area outlined above must be turned in on or before April 30. The Office of Human Resources shall review submissions in May and notification of approval and payment will be provided by June 30 of the fiscal year. This section excludes additional teaching or administrative licenses; certifications or licenses required to hold a position; and/or certifications and licenses required to accomplish responsibilities or essential job duties as outlined in the job description.

VIII. OTHER CONDITIONS OF EMPLOYMENT

A. Duration of Individual Employment Contract

1. Individual employment contracts issued to employees covered by this ~~agreement~~ policy will be issued in accordance with any applicable State Statutes and Board of Education policy.
2. Employment contracts for individuals covered by, Wis. Stat. § 118.24 may be for a term up to, but not to exceed, two years.
3. Individuals covered by Wis. Stat. §118.24., who are placed on a professional improvement plan, shall be entitled to a contract with a term not to exceed one year. Individuals covered by Wis. Stat. § 118.24 who are in the last year of a ~~two-year~~ two-year contract, and who are placed on a professional improvement plan, shall be given preliminary notice and notice of nonrenewal of their ~~two-year~~ two-year contract pursuant to Wis. Stat. § 118.24, so as to renew their contract for a term not to exceed one year.
4. Employment contracts for individuals not covered by Wis. Stat. § 118.24 may be for a term not to exceed one year. Individuals not covered by Wis. Stat. §118.24, who are placed on a professional improvement plan, shall be given notice of same at the time their contract is considered ~~for renewal~~ for renewal and shall be provided the opportunity to meet with the Board of Education in closed session to discuss the matter.
5. Six months prior to the expiration of this ~~Agreement~~ Policy, no later than March 1 ~~February 26,~~ representatives of the Board of Education and representatives of Educational Leaders of Kenosha will meet to discuss any changes, modifications or updates, to the ~~Classification, Compensation and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel~~ Agreement.

B. Placement on the Salary Schedule

1. Any newly hired employee or current employee changing positions within the AST group prior to January 1 of any given year shall be eligible for salary advancement for the ensuing school year.
2. Prior experience credit as determined by the Superintendent may be granted personnel being employed in accordance with provisions contained herein.
3. Salary placement shall be made effective as of July 1 of each year.

C. Overtime for Non-Exempt Positions

Positions classified at Levels 1 through 6 on the Salary Schedule (Appendix A) are classified as non-exempt employees, and overtime will be paid at one-and-a-half times the employee's hourly rate of pay. Overtime will be paid for work in excess of 40 hours per week. Similarly, the District may provide mutually agreed compensatory time off in lieu of overtime pay that will be accrued at one-and-a-half hours for every hour a non-exempt employee works over 40 hours per week.

D. Outside Employment

~~No District employee shall engage in any outside activities or employment that interferes with the ability to carry out regularly assigned duties, as determined by the Superintendent or designee.~~ Refer to Board Policy 4391 Limitations On Outside Employment.

IX. EARLY RETIREMENT

A. Eligibility

1. Individuals who have been employed in the District on a regular full-time basis for at least 15 years, who also meet the additional age and other requirements set forth below and whom the District currently employs, may apply for early retirement benefits under this Article IX.
2. Individuals who have been employed by the District for at least 15 years and who are currently employed by the District, and have served the last 10 years of continuous full-time employment within the AST classification, and have reached the age of 55 are entitled to the insurance coverage specified in Article IX-D-1. Employees eligible for early retirement insurance benefits may maintain their current single/family coverage until

age 65 or Medicare eligibility, whichever occurs first.

3. ~~An employee shall be immediately disqualified from participation in this plan and all District obligations hereunder shall cease when and if a participant receives unemployment compensation or Worker's Compensation directly or indirectly from the District.~~

4. ~~3.~~ Individuals who retire shall not be eligible for re-employment with the District either as a full-time equivalent (FTE) or a consultant without the approval of the Board of Education.

5. ~~4.~~ Employees who do not meet the eligibility criteria in paragraph 2 above, but who do meet the criteria in paragraph 1 above and who have attained age of 55 shall be eligible for single health insurance coverage specified in Article IX-D-1.

B. Application Procedure

1. Applicants shall apply for early retirement benefits to the Superintendent and/or his/her designee at least six months in advance of the effective date of retirement.
2. The effective date of retirement for instructional administrators shall be July 1. The employee shall tender notice of the effective date of early retirement immediately upon being notified that the application has been accepted.
3. Once notice of intent to retire is given by an employee, and is accepted by the District, the notice of intent to retire shall be irrevocable.

C. Payments

1. The District shall have the discretion to determine whether it will make any supplemental payment to WRS for any retiree, as determined by WRS, in accordance with Wis. Stat. §40.05(2)(i).
2. The District shall provide a Letter of Agreement to the retiring employee that specifies the amount to be paid to the WRS on behalf of the retiring employee.

D. Retiree Health/Dental

1. ~~Except as otherwise provided in IX A 3 and IX A 4,~~ Employees who retire pursuant to this Article shall be eligible to remain in the group health, dental and life insurance programs that the District may maintain from time to time for similarly-situated active employees until age 65 or until the individual qualifies for Medicare, whichever occurs first. The District does not pay premium contributions for life insurance.

2. ~~Except as otherwise provided in IX A 3 and IX A 4,~~ **T**he District shall make its portion of premium contributions on behalf of early retirees until age 65 or until the individual qualifies for Medicare, whichever occurs first based on the following contribution schedule. Retirees will be responsible for their portion of the premium contribution.
3. The District will establish the employee/retiree contributions from time to time and communicate such rates to affected individuals through a separate benefit schedule or other written communication. Premium contribution rates and plan design are subject to change.

E. Other Retirement Benefits

1. Employees, who attain the minimum age to retire with 15 years of continuous full-time employment in the District, shall be entitled to receive a payment equal to \$2,000 per year of continuous full-time employment within the AST classification. Payment may occur within 90 days of the termination or may be paid in three equal yearly installments (including any accrued interest based on the average investment rate for the previous year's fixed annuity account of the Districts investment vehicle) on the same corresponding date. The District may choose to make such a payment through a tax-deferred plan. This and all retirement transactions must be in compliance with applicable Wisconsin Retirement System rules and regulations and/or state law.

This provision shall sunset at the close of the 2005/06 classification policy period (June 30, 2006). (No additional benefits shall accrue.) Those members covered by this classification policy at the time of sunset will be eligible to receive \$2,000 for each year of service they have attained as of 2005/06 provided they meet the minimum age to retire (age 55).

X. DURATION AND PROVISIONS FOR AMENDING THIS ~~AGREEMENT~~**POLICY**

This ~~agreement~~**policy** and all its provisions shall be construed as being in full force and effect ~~starting~~**effect starting** July 1, 2019 and may be revised or amended only by action of the Board of Education. The Board of Education may amend this ~~Agreement~~**Policy** and any underlying plan or program at any time and any such changes may apply immediately to a covered individual, even after an employee retires.

If any portion of this ~~Agreement~~**Policy** is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this ~~Agreement~~**Policy**, the entire ~~Agreement~~**Policy** shall become null and void and shall be reassessed at that time by the Board of Education.

XI. RESIDENCY

Administrative, Supervisory and Technical personnel are strongly encouraged to reside within the school district boundaries.

XII. EMPLOYMENT CONTRACT RENEWAL, NON-RENEWAL, MODIFICATION OR TERMINATION

A. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative Personnel under Wis. Stat. § 118.24.

1. The renewal, non-renewal and termination of the employee's employment contract shall be in accordance with the provisions of Wis. Stat. § 118.24, and the rules, regulations and policies of the Board of Education. The employee contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the proposed effective date of such resignation and is subject to acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.
2. The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual for just cause for a breach of the employee's contract. The Administrator shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.
3. Any employee covered under this agreement who has been placed on a Professional Improvement Plan shall not have their contract renewed for more than one year in accordance with the provisions of this Article and Article VII, A. While on a professional improvement plan, the employee's salary will be frozen for the duration of the plan. Upon completion of the plan and recommendation for further employment, the employee will be placed on the salary schedule at the level he/she would have achieved had he/she not had his/her salary frozen and shall receive back pay. However, should said individual remain on review for the period of the contract renewal and fail to meet District expectations in their evaluation at the end of the contract term, said individual will be terminated.

B. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative, Supervisory, and Technical Personnel Not Covered by Wis. Stat. § 118.24.

1. The Board of Education, or designee, will notify the individual at least 30 calendar days prior to the expiration of the employee's contract of its intent to renew or non-renew said contract. If the individual receives a notice that the Board of Education is considering the non-renewal of the employee's

contract, the individual may, within five calendar days after receiving such notice, request, in writing, a private conference with the Board of Education to discuss the reasons for the non-renewal. The Board of Education will advise the individual in writing of its decision to renew or non-renew the individual's contract within five calendar days after such conference.

The employment contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or, terminate the individual without cause for reasons that are not arbitrary or capricious during the term of the employee's contract, provided that the individual shall be given written notice 30 days prior to the effective date of any discharge or termination during the term of the employee's contract. The individual shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee who has been on a professional improvement plan for one year and who fails to meet District expectations in their evaluation at the end of that year shall be terminated.

XIII. EVALUATION

All individuals covered herein shall be evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

XIV. TRANSFER

The District shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Board of Education, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive the compensation appropriate for such position pursuant to the current AST Personnel Salary Schedule and Article IV, D of this agreement policy with consideration of years of service within the AST classification.

XV. MODIFICATION TO AGREEMENT POLICY

All modifications to the ~~Compensation and Personnel~~ "agreements" noticed in this document Policy for General Administrative, Instructional Administrative, Supervisory and Technical personnel will be sent to ELK leadership to share with all AST staff members at such time that the modifications are submitted to the Board of Education, and

the Superintendent will meet with ELK leadership to explain such changes prior to adoption.

Agreement Policy revisions approved by the Board of Education on _____ xx/xx/2023

Signed: _____

Educational Leaders of Kenosha Representatives

Board of Education Representative

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Kenosha Unified School District
Kenosha, Wisconsin

June 24, 2025

**Authorization of 2025-2026 Expenditures
Prior to the Formal Adoption of the Budget**

The budget adoption cycle for Wisconsin school districts is such that school boards do not adopt a final budget until October of each year, despite the fact that the fiscal year begins in July. The primary reason for this delay is that many of the factors needed to finalize the budget are not known until October. Equalized property values and official 3rd Friday student counts will not be known until the end of September. Certification of state aid from the Department of Public Instruction (DPI) will not occur until October.

It is customary for school boards to approve a resolution authorizing district administration to expend funds between July 1 and the time that the budget is formally adopted in October.

Administrative Recommendations

Administration recommends that the Board authorize the payment of all currently authorized salaries and benefits beginning July 1 and continuing until the budget is formally adopted.

Administration also recommends that the Board authorize expenditures in other areas to continue at the discretion of the administration. Expenditures should not exceed one-third of the funding authorized in the prior year's budget unless Board action has occurred to modify specific programs or activities. The one-third guide represents 4 of the 12 months in the fiscal year between July and October.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer