

COMMUNITY EDUCATION

The School District recognizes and values community education programming as an active, ongoing process through which individuals' educational, recreational, cultural, special and related needs and interests are identified and met with community resources. This process attempts to bring resources and needs together for broad educational, problem-solving and decision-making activities by people of all ages, with all needs on their own behalf.

Community services programs are authorized for operation in the School District by state law and School Board policy. As such, the Department of Recreation and Community Education is authorized to develop a budget, establish a program of offerings, deliver programs, hire staff, cooperate with other community resources, and evaluate programs.

Adoption Date	-	2/10/88, 11/6/96
Legal Reference	-	Section 120.12(9)&(10); 120.13(19)&(21) Wis. Stats.
Cross Reference	-	830, Use of School Facilities

ADVISORY COMMUNITY EDUCATION COUNCIL

An Advisory Community Education Council shall be established to promote effective communication among community groups, encourage community service program development, interpret department programs and objectives to the community, help promote programs and events, assist in the identification of human and other resources for use by the department and conduct such other activities as necessary to improve school and community interaction.

The council shall be comprised of school and community representatives who have an interest in community services programs and the quality of life in the Village of Whitefish Bay.

Adoption Date	-	2/10/88, 11/6/96
Cross Reference	-	812.1-Rule, Advisory Community Education Council Membership Guidelines

ADVISORY COMMUNITY EDUCATION COUNCIL MEMBERSHIP GUIDELINES

Membership to the Advisory Community Education Council shall be open to residents generally interested in the work of the Council (members-at-large) and to representatives from village agencies and organizations. Members-at-large shall be appointed by the Council upon recommendation of the Director of Recreation and Community Education. Agency and organization representatives shall be appointed by the agency or organization.

The following agencies and organizations shall be included on the Council:

- Whitefish Bay School Board
- Whitefish Bay Village Board
- Whitefish Bay Seniors Club
- Whitefish Bay Retired Men's Club
- Whitefish Bay Foundation
- Whitefish Bay Women's Club
- High School Parents Association
- School District Administrative Staff
- Middle School PTO
- Grade School PTA's (public and private)
- American Association of Retired Persons
- Department of Recreation and Community Education
- Other Service Organizations
- Exceptional Education Representative

Adoption Date - 11/6/96

PARTICIPATION IN RECREATION AND COMMUNITY EDUCATION PROGRAMS

Priorities for participation in programs offered by the Department of Recreation and Community Education shall be determined by the residency status of those enrolling in department-sponsored activities.

All individuals or groups registering in department activities must show, upon request, proof of village residency. If residency cannot be proven, non-resident standards will be applied.

Residents

Whitefish Bay residents shall have first priority over non-residents when enrolling in Department of Recreation and Community Education sponsored activities. All students who attend public schools in Whitefish Bay and their immediate families shall be given resident status.

Non-Residents

Non-residents, after a designated period of time, shall be eligible to enroll in department sponsored activities if program openings exist and it is determined that such action is appropriate to and in the best interest of the Department of Recreation and Community Education. Non-residents shall be assessed at a higher participation fee than residents.

Adoption Date	-	2/10/88, 11/6/96
Cross Reference	-	812.5, Recreation & Community Education Fees

MINIMUM ENROLLMENT IN RECREATION AND COMMUNITY EDUCATION PROGRAMS

All classes and activities which require a participant registration fee shall be subject to minimum enrollment criteria. The acceptable minimum will vary depending upon the nature of the class or activity. Those classes which fail to reach the minimum number will not be permitted to start unless the minimum enrollment is waived by the Director of Recreation and Community Education.

Adoption Date	-	2/10/88, 11/6/96
Cross Reference	-	812.21-Rule, Guidelines Minimum Enrollment 812.5, Recreation & Community Education Fees

MINIMUM ENROLLMENT GUIDELINES

1. Determining Minimum Enrollments

Minimum enrollments are determined through reference to the department's budget and other factors, such as:

- A. Amount budgeted to conduct the class.
- B. Consideration of numbers that can be effectively handled in the class, and number of hours deemed necessary to produce desired results.
- C. Percentage of expense to be defrayed through user fees, depending upon status of participants, i.e., adults, children, senior citizens.
- D. Registration fees established in order that minimum enrollment will produce sufficient income to meet the designated percentage of defrayment.

2. Waiving Minimum Enrollments

Minimum enrollment requirements may be waived when:

- A. The event or activity is being offered for the first time, or has not been offered within the last three years.
- B. The number of meetings or sessions is reduced to that point where registration fees would offset anticipated expenses to the same degree as achieving minimum enrollment would have done.
- C. All persons registered are willing to increase their registration fees to the extent that operating expenses are defrayed in the same degree as minimum enrollment fees would have done.

Adoption Date - 11/6/96

USE OF VOLUNTEERS IN RECREATION AND COMMUNITY EDUCATION PROGRAMS

The use of volunteers in classes, programs and activities sponsored by the Recreation and Community Education Department is encouraged. When volunteers are used, it is expected that they will:

- Participate in an orientation and/or training program to clarify their roles and responsibilities;
- Be qualified for the activity in which they volunteer;
- Be reliable; and
- Attend classes, programs, and activities regularly.

When the above expectations are not met, the department should act to insure that programs are delivered as advertised and designed.

Adoption Date - 2/10/88, 11/6/96

AFFILIATED AND SPONSORED CLUBS

Clubs affiliated with and sponsored by the Department of Recreation and Community Education shall be governed by the policies of the School District and by the practices of the department.

A sponsored club is defined as an organized group of persons, banded together through a common activity or program interest, with officers elected from the membership, and whose function is guided by a constitution and by-laws, or a written statement of purpose.

A sponsored club is considered an integral part of the department's operation and program of activities, and as such, shall receive administrative, leadership and clerical services, as well as some financial support. School District facilities and equipment shall be made available in the same terms and to the degree that the Department of Recreation and Community Education has access to them.

Adoption Date	-	2/10/88, 11/6/96
Cross Reference	-	812.4-Rule, Guidelines Regarding Affiliated and Sponsored Clubs

AFFILIATED AND SPONSORED CLUB GUIDELINESSpecific Practices

1. Membership in any sponsored and affiliated club shall be open to residents of Whitefish Bay. Non-residents may be accepted as members only when approved by the club officers and the Department of Recreation and Community Education. A club must be composed of not less than 50% residents. Higher resident requirements may be established as deemed necessary or desirable.
2. Each club's Constitution and By-Laws shall reflect its relationship to the School District and the Department of Recreation and Community Education.
3. The duties of the officers or board of directors shall include the responsibility for compliance with School Board and Department of Recreation and Community Education policies.
4. Where a club elects officers, the presiding officer must be a resident of Whitefish Bay.
5. A Department of Recreation and Community Education administrator shall be designated an ex-officio member of a sponsored club's board of directors.
6. A nominal registration fee, payable to the Department of Recreation and Community Education, will be charged each member of a sponsored club or group.
7. Where a club collects dues and maintains its own treasury, an annual or seasonal financial report shall be submitted by the treasurer to the Department of Recreation and Community Education's office for inspection.
8. A statement of the season's receipts, expenditures and financial condition of the club shall be distributed to all of its members and to the Department of Recreation and Community Education on a monthly or seasonal basis.
9. Expenditures of club funds must have the approval of the club president or other officers as indicated in their by-laws.
10. Expenditures of Department of Recreation and Community Education's funds for a club's purposes must have the prior approval of a Department of Recreation and Community Education administrator and be processed through School District purchase orders.
11. Properties or equipment purchased with Department of Recreation and Community Education funds shall be considered the property of the School District.
12. Non-expendable items purchased with funds from the club's treasury shall remain in the custody of the School District in the event the club is disbanded.
13. The unexpended balance of any disbanding club administered by the School District shall be disposed of as directed by the School Board.
14. Printed materials (photocopied, duplicated, etc.) to be distributed to the members, the general public or the press, shall carry the letterhead of the Department of Recreation and Community Education, be approved by the recreation office, and be processed in the recreation office.
15. Clubs seeking the use of School District facilities to conduct activities or meetings shall make application to the District business office.

16. Clubs seeking affiliation and sponsorship shall make application to the Department of Recreation and Community Education. Such requests will be reviewed by the Advisory Community Services Council, endorsed and forwarded to the School Board for action.
17. Additions or changes may be made to these policies upon recommendation of the Advisory Community Services Council and approval of the School Board.

Adoption Date - 11/6/96

COMMUNITY EDUCATION FEES

The Department of Recreation and Community Education is authorized to assess fees in the following areas:

1. Instruction Fee

A charge made for registration in an activity, the primary purpose of which is the instruction of the individual: a teaching-learning situation with a stated number of class sessions.

2. Enrollment Fee

A charge for membership enrollment in an activity conducted primarily as a leisure-time hobby or interest: not primarily a teaching-learning situation.

3. Laboratory Fee

A charge made to cover the cost of the general materials furnished the class or group by the Department of Recreation and Community Education.

4. Sales Charge

A charge made for supplies purchased by the Department of Recreation and Community Education for resale to individuals in classes or groups.

5. Rentals

A charge made for the use of facilities or equipment.

6. Admission Fee

A charge made for admission to certain events.

7. Franchise or Tournament Fee

A charge made to an individual or a team for participation in a certain competitive activity which usually requires priority use of facilities and equipment.

8. Sales Tax Charge

A State of Wisconsin Sales Tax charge on recreational services that are of a non-instructional nature.

9. Transportation or Food Service Fee

A charge to defray the cost of chartered bus services or food service.

Appropriate criteria shall be developed by the School District to guide the issuance of refunds to registrants for Department of Recreation and Community Education classes and activities.

Adoption Date	-	2/10/88, 11/6/96
Legal Reference	-	Section 120.13(19) Wis. Stats.
Cross Reference	-	812.5-Rule, Fee Refund Guidelines

FEE REFUND GUIDELINES

The following criteria shall guide the issuance of refunds:

1. No refunds shall be issued once the class or activity has begun. Extenuating circumstances and the authorization of the Director of Recreation and Community Education are required for a refund to be granted after a program or class has begun. In such situations, refunded amounts will be issued on a pro-rated basis according to the number of remaining class sessions, minus a \$2.00 processing charge.
2. Full refunds shall be processed, if the activity has been canceled or the format of the activity altered by the Department of Recreation and Community Education.
3. Full refund, minus a \$2.00 processing charge, shall be issued if the request is made prior to the actual start of the scheduled class, activity or event.
4. Admission fees are not refundable for events in which tickets are sold.
5. A participant must present proper identification and a program receipt when requesting a refund.

Adoption Date - 11/6/96

SENIOR CITIZEN FEE REDUCTIONS

Senior citizens, 60 years of age or older, who are residents of the School District of Whitefish Bay shall be admitted into designated Department of Recreation and Community Education activities free of charge or at a reduced rate.

Rates established for activities that are planned for "Senior Citizens Only" have already been reduced and do not qualify for further fee reduction.

Adoption Date - 2/10/88, 11/6/96

PUBLIC RECORDS

The School Board of the School District of Whitefish Bay shall allow persons to have access to School District records in accordance with this policy and implementing procedures, in accordance with law.

The District Administrator is designated as the legal custodian of records for any School District authority, except that the Director of Personnel and Pupil Services is designated legal custodian for records of students and staff and the Director of Business Services is designated legal custodian for records of financial reports. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the School District's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established School District office hours. The legal custodian may establish fees in accordance with the law. When a request is made which will cause the person making the request to incur a fee, the person should be advised of the fee at the time of the request or prior to the School District's preparation of the requested materials.

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

Adoption Date	-	2/11/87, 2/14/90, 11/6/96
Legal Reference	-	Chapter 19, Subchapters II and IV
Cross Reference	-	347, Student Records 526, Personnel Records 824-Rule, Access to Public Records Procedures

ACCESS TO PUBLIC RECORDS PROCEDURES

1. Except as provided in Wis. Stats. 19.36, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stats. 19.35(1).
2. Records will be available for inspection and copying between 8:30 a.m. and 11:30 a.m. and 1:30 p.m. and 3:30 p.m., on regular working days.
3. A requestor shall be permitted to use School District facilities to inspect, copy or abstract a record.
4. The legal custodian may require supervision of the requestor during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. A requestor shall be charged a fee for the cost of copying and locating records as follows:
 - A. The fee for photocopying shall be \$.20 per page.
 - B. If the form of a written record does not permit copying, the actual cost of reproduction shall be charged.
 - C. The actual full cost of providing a copy of other records not in printed form on paper, such as, films, computer printouts, and audio or videotapes shall be charged.
 - D. If mailing or shipping is necessary, the actual cost thereof shall be charged.
 - E. There shall be no charge for locating a record unless the actual cost exceeds \$50.00 in which case the actual cost shall be determined by the legal custodian and billed to the requestor.
 - F. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
 - G. Elected officials and employees of the School District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - H. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.
6. Access procedures:
 - A. A request to inspect or copy a record shall be made to the legal custodian or deputy. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if the record is kept at a private residence or if security reasons or federal law so dictate, identification may be required. Mail requests may not be denied unless a fee prepayment is required under Wis. Stats. 19.35.
 - B. Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's denial.

- C. A request for a record may be denied as provided in Wis. Stats. 19.36. Oral requests may be denied orally unless a demand for a written statement of the reasons for denying the request is made by the requestor within five (5) business days of the oral denial. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court by mandamus under Wis. Stats. 19.37(1), or upon application to the attorney general or a district attorney.
7. Limitations on the Right to Access as provided by Wis. Stats. 19.36 provides the following records are exempt from disclosure:
- A. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law. Student records are exempted as provided by Wis. Stats. 118.125.
 - B. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.
 - C. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
 - D. A record or any portion of a record containing information qualifying as a common law trade secret.

Adoption Date	-	11/6/96
Legal Reference	-	Chapter 19, Subchapters II and IV Wis. Stats.

USE OF BUILDINGS AND GROUNDS

The School Board shall grant the public use of school buildings and grounds to responsible Whitefish Bay adults and organizations with at least 51% of their membership residents of Whitefish Bay, provided such use does not interfere with the primary purposes of the school programs or the use of school buildings and grounds. This policy may be extended to responsible non-Whitefish Bay organizations if, in the opinion of the District Administrator and/or the Director of Business Services, the purpose is of such educational or cultural nature to be appropriate to the Whitefish Bay community.

A schedule of fees for all rentals will be established which is appropriate to the nature of the organization, the operational costs (i.e., utilities, equipment usage, custodial services, supervisory services), plus other special costs. In addition, rules shall be established to govern the use of buildings and grounds.

Adoption Date	-	2/11/87, 11/6/96
Legal Reference	-	Sections 120.12(9)(10), 120.13(17), (19) & (21) Wis. Stats.
Cross Reference	-	830-Rule, Use of Buildings & Grounds Guidelines 830-Exhibit, Use of School Facility Fee Schedule 831, Use of Cahill Square Recreation Building and Grounds 832, Tobacco Use on School Premises 833, Use of School Driveways and Parking Lots 655, Leasing of School Owned Real Estate 742, Authorized Use of School Owned Equipment 812, Community Education

USE OF BUILDINGS AND GROUNDS GUIDELINESA, Facility Use Applications

The following administrators shall have the authority to issue permits for the use of school buildings and grounds during the specified days and times:

Building Administrator
8:00 a.m. - 6:00 p.m. on school days

Director of Business Services
After 6:00 p.m. on school days, weekends, holidays, summer

Applications for building permits are to be made in writing at least forty-eight (48) hours prior to the request. The amount of time and nature of the building use shall be subject to the approval of the building administrator authorizing the building permit.

B. User Groups

Individuals and organizations requesting the use of building facilities shall be classified as follows:

Class A - Official School or Village Activities

High School and elementary assemblies, concerts, plays, class projects, teachers' meetings, etc., all approved by the building principal or Director of Business Services.
Public meetings directly initiated by the School Board or Village Board.
Recreation and Community Education Department activities, meetings, plays, concerts, etc.

Class B - Organizations Directly Affiliated with the School

PTA, PTO, High School Parents' Association, parent groups (i.e., band parents, choir parents, etc.), teacher groups, and any other group directly affiliated with the schools.

Class C - Whitefish Bay Organizations and Individuals

Service clubs, Women's Club, or other responsible organizations with 51% of their membership residents of Whitefish Bay.

Class D - Non-Whitefish Bay Organizations

All organizations of an educational, service or cultural nature with less than 51% of their membership residents of Whitefish Bay.

C. Restrictions on UseGeneral Restrictions

In the interest of safety and for the protection of School District property, certain restrictions will be in effect. These include the following:

The use of any equipment or materials which might damage any part of a school building or grounds.
Tobacco use in school buildings.
The use, sale, or possession of alcohol or other drugs.

The presence of any person under the influence of alcohol or other drugs.
The use of open flame lamps or open flame candles.

Activities Restrictions

Permits to use School District buildings and grounds will not be issued for activities which are not appropriate. These include the following:

Organizations seeking approval from the School Board to conduct raffles on school grounds or in school buildings must conform to the following guidelines:

1. Be defined as a service organization under Wis. Stats. 163.905.
2. Conform with the license requirements of the State of Wisconsin.
3. Prepare and present a raffle plan to the School Board which shall, as a minimum, include the following:
 - a. The sponsoring service organization.
 - b. Date, time, and place of the raffle.
 - c. The raffle prizes.
 - d. The cost of a ticket.
 - e. The purpose to which the proceeds will be donated.
 - f. The name, address and telephone number of two persons involved in the administration of the raffle.
 - g. Evidence of application for or receipt of state licensure.
4. Receive School Board approval of the raffle plan.
5. Agree that students will not be involved in the sale or purchase of raffle tickets or the administration of the raffle program.
6. Apply the proceeds from its raffles to support the extracurricular programs and/or approved activities of the School District.
7. Refrain from the sale of raffle tickets or the conduct of raffles during school hours.
8. Agree to not request or use time at events and activities sponsored by the School District primarily for student participation to promote raffle events or draw for raffle prizes.

D. Facility Use Rules

1. General Use

No part of the school buildings shall be used unless at least one adult (preferably a School District employee) other than the custodian is in charge. That person must be present from the beginning of the activity and remain until such time as all persons have left the building.

The security plans shall be the joint responsibility of the building administrator and the Superintendent of Buildings and Grounds who will schedule additional custodial help as needed.

Users of the buildings and grounds are responsible for the proper care of facilities and equipment. Unless other arrangements have been made, host organizations are responsible for the clean-up involved when sponsoring banquets, buffets, lunches, etc.

The use of school buildings for student social events may be permitted only if sponsored by the school, a parent-teacher association, or specifically sanctioned by the Recreation and Community Education Department.

2. High School Auditorium Use

A qualified adult supervisor is to be present whenever the use of stage equipment, special lighting facilities, or dressing and work rooms are required in the auditorium. Adequate adult supervision is required for proper audience control, ushering, ticket and checkroom operation. Food or drink of any kind is not to be served or consumed in the auditorium.

3. High School Swimming Pool Use

The Director of Business Services shall have the authority to issue permits and collect fees, where appropriate, for the use of the high school swimming pool. The rules below apply.

Regulations

1. Admission to all recreation swimming periods shall be limited to residents of Whitefish Bay and guests.
2. Swimmers may be required to furnish proof of Whitefish Bay residence.
3. Spectators will be permitted in the pool area for swimming meets, clinics, demonstrations, exhibitions and shows, and not during instructional or recreational swimming.
4. Swimmers will furnish their own suits and towels for all swimming activities.
5. Swimming pool users shall be classified as set forth above.
6. Permits will be granted to classified users for not more than one (1) use at a time.
7. Applicants for swimming pool use shall be made not less than three (3) weeks nor more than two (2) months in advance.
8. Permits shall be granted for the use of the fieldhouse pool to groups of not less than seventy-five (75) nor more than three hundred (300) persons, and for the use of the auxiliary pool to groups of not less than twenty (20) nor more than eighty (80) persons. Reasonable exceptions to this rule may be made by the Director of Business Services.

4. High School Fieldhouse Use

The Director of Business Services shall have the authority to issue permits and collect fees, where appropriate, for the use of the high school fieldhouse. The rules below shall apply.

Regulations

1. Fieldhouse users shall be classified as set forth above.
2. Groups desiring to use or rent the fieldhouse after 6:00 p.m. on school days, weekends, holidays, and summer days shall apply to the Business Office of the School District.
3. Participation in general recreational activities shall be limited to residents of Whitefish Bay and non-residents on a space available basis.
4. Participation in instructional activities may include non-residents provided that class membership consists of 51% residents.

5. High School Tennis Courts Use

The Director of Business Services shall have the authority to issue permits and collect fees, where appropriate, for the use of the high school fieldhouse and tennis courts.

Adoption Date	-	2/11/87; 11/1/95; 11/6/96
Legal Reference	-	Sections 120.12(9)(10), 120.13 (17)(19)(21), 120.09(2) Wis. Stats.
Cross Reference	-	443.6, Weapons

SCHEDULE OF FEES

The use of building facilities shall be on a rental or fee basis depending upon the classification of the group, the operational costs involved, and a financial return to the School District. The following fee schedule shall be used:

<u>Class Type</u>	<u>Fee When No Admission is Charged</u>	<u>Fee When Admission is Charged</u>
A	No fee	No fee - all funds go into School District general or extracurricular accounts.
B	No fee	Special costs
C	Cost of operation	Cost of operation plus 5% of total income
D	Double cost of operation	Double cost of operation plus 10% of total income

The above schedule may be amended by the District Administrator or the Director of Business Services provided the basic intent of the rental fee is considered.

Rental Fees for Whitefish Bay Schools1. Classification of Users

Class A-	Official School or Village activities.
Class B-	Organizations directly and exclusively affiliated with Whitefish Bay Schools.
Class C-	Whitefish Bay organizations and individuals with majority membership of Whitefish Bay residents.
Class D-	Non-Whitefish Bay organizations of an educational or cultural nature.

2. Type of Use

Long Term - Exclusive use for more than six (6) months with cost of operation based on cost per square foot.

Short Term - Shared use up to and including six (6) months with cost of operation based on the applicable utility and personnel rates.

3. Schedule of Fees

<u>Class Type</u>	<u>Fee When No Admission is Charged</u>	<u>Fee When Admission is Charged</u>
A	No fee	No fee*
B	No fee	Cost of operation
C	Cost of operation	Cost of operation plus 5% of total income
D	Double cost of operation	Double cost of operation plus 10% of total income.

* All funds shall be deposited into the School District General or Recreation and Adult Education accounts.

Adoption Date - 11/6/96

CAHILL SQUARE RECREATION BUILDING AND GROUNDS

It is the policy of both the Village Board and School Board that Cahill Square recreation building and grounds shall be used primarily in connection with public recreation, sports, and physical education activities, as a polling place for the 4th and 5th precincts, and other activities administered by the Village Board or School Board.

At such times as the building and grounds are not being used for these primary purposes, it shall be the policy of the School and Village boards, through the Director of Business Services, to grant their use to responsible organizations and individuals of Whitefish Bay for the conduct of civic, social, recreational, or educational activities.

Adoption Date	-	2/11/87, 11/6/96
Legal Reference	-	Sections 120.13(19) Wis. Stats.
Cross Reference	-	831-Rule (1)(2)(3)

CAHILL SQUARE GUIDELINES

Classifications of Users

Groups requesting the use of the Cahill Square facilities shall be classified in priority order, as follows:

- Class A - School District or Village sponsored functions.
- Class B - Recognized organizations located in Whitefish Bay with at least 51% of the membership residing in Whitefish Bay.
- Class C - Residents of Whitefish Bay.
- Class D - Organizations of persons other than those outlined above.

Fees and Charges

The use of facilities shall be on a rental or fee basis depending on the classification of the user, costs resulting from their use, the length of time of such use, and the nature of the activity. No fee is to be charged Class A users since supervision and custodial service are provided for in the budget of the sponsor. Class D fees shall be doubled those charged Class C users. Fee schedules shall be approved and periodically reviewed by the School Board and Village Board.

Application and Permit

The Director of Business Services shall have the authority to issue permits and collect fees, where appropriate, for the use of Cahill Square facilities including: recreation building, tennis courts, basketball courts, baseball diamond, softball diamond, skating rink, tot lot, and horseshoe courts. The applicant shall be an adult, who shall, in signing the application, acknowledge personal responsibility for property damage or any expense incurred by, at, or in consequence of, the use of the facility.

Application forms for the use of the Cahill building are obtained in the District Business Office. Completed applications must be received at least forty-eight (48) hours before intended use. The signer of the application (applicant) must be an adult, resident of Whitefish Bay who shall be personally liable for property damage and for any expense incurred by, at, or in consequence of, the use of the buildings. When application is approved a written permit will be issued by the business office at which time the reservation fee is due and payable.

The building is reserved throughout the ice skating season, on election days and during the hours of summer playground operation. At times other than these, the building may be reserved for periods up to three (3) hours in length between the hours of 9:00 a.m. to 10:00 p.m. Sunday through Thursday; and 9:00 a.m. to 11:00 p.m. Fridays and Saturdays.

Application for use of a facility may be disapproved and denied by the Director of Business Services based upon interpretation of these policies. The applicant may appeal this decision to the Whitefish Bay Recreation and Adult Education Advisory Committee. The appeal should be made in writing and addressed to: Chairperson, Advisory Recreation Committee, 1200 E. Fairmount Avenue. The Village and School boards may appoint a Cooperative Committee to resolve a contested application.

Applications may be approved thirty (30) days prior to intended use but not later than forty-eight (48) hours before such use. Applications received more than thirty (30) days in advance will be considered tentative only.

Activities Not Permitted

Activities for which a permit will not be granted include:

- Raffles, lotteries, and games of chance for gain.

Gatherings for the primary purpose of private or commercial advertising, sales, solicitation, or the display of articles for sale.
Activities other than civic, social, recreational, or educational.
Activities of a profit organization for which admission is charged or a donation is expected of the participants.
Activities which would be detrimental to the safety, health, and well-being of the participants.
Activities which would be in conflict with Village ordinances, or state or federal laws.

Maintenance

It shall be the responsibility of the Village Board, through the Department of Public Works, to undertake the development, general maintenance, and repair of the Cahill Square areas and building. The day-to-day operating maintenance, cleaning, and preparation for the use of participants shall be the responsibility of the School Board through the Business Office.

Supervision Required

A Recreation and Community Education Department employee will be assigned to the building throughout the period in which the building is used. The user will provide additional supervision for youth or children's groups, as follows:

1. At least one (1) adult male and one (1) adult female whenever groups are composed of both boys and girls.
2. At least one (1) adult supervisor for every twenty (20) persons in the group.

Waiver

The School Board or the Village Board may elect to accept responsibility for the waiver of a specified regulation through action of the School Board. A written authorization to waive such regulation shall accompany the application for the use of the facility.

Adoption Date - 11/6/96

CAHILL SQUARE TENNIS COURTS -- REGULATIONS

Tennis Schedule

Tennis courts are available for play to the residents of Whitefish Bay beginning in early April through the end of October. No supervision will be provided throughout the season.

Use of Courts

1. Courts are available for free play during unsupervised periods or when not specifically reserved.
2. Play should be limited to one (1) hour. An idle court may be used, however, as long as it is not reserved and there are no persons waiting to play.
3. Groups or organizations seeking the use of courts must obtain a permit from the recreation department.

Other Rules and Regulations

1. Tennis players are required to wear tennis shoes. Shoes with heels will not be permitted on the courts. This requirement will be waived when one's physical condition precludes the wearing of tennis shoes.
2. Spectators will remain outside of the enclosure.
3. Bicycles, skateboards, roller blades or other vehicles will not be allowed on the courts.
4. Tobacco use and the consumption of refreshments will not be permitted on the courts.
5. The defacing of nets, court surface, fencing, etc., will result in exclusion of the offender from further use of the courts.
6. Players are requested to observe tennis courtesies at all times.

Permit Procedures for Organization

1. Application forms for the use of Cahill Square tennis courts are obtained in the recreation department office.
2. Completed application must be received at least forty-eight (48) hours before intended use.
3. The signer of the application (applicant) must be an adult, who shall be personally liable for property damage and for any expense incurred by, at, or in consequence of the use of the courts.
4. When application is approved, a written permit will be issued by the recreation department, at which time court fees, where applicable, are due and payable.

Limitation of Organized Tennis

Tennis tournaments during the regular season shall be limited as follows:

1. Not more than two (2) tournaments scheduled on weekends, nor more than three (3) tournaments scheduled on weekdays.

2. No tournament shall be scheduled for more than two (2) weekend days, nor more than three (3) weekdays.
3. A state, regional or district tournament may be scheduled not more than every other year.

League Play and Club Nights

1. State league play shall be limited to weekday evenings beginning at 6:00 p.m. -- play to terminate by 7:30 p.m.
2. Whitefish Bay Tennis Club nights shall be confined to one (1) week night per week.

Instruction or Organized Practice

During the Regular Season

1. Children's and adult's tennis instruction will be conducted at school courts rather than at the Cahill Square courts.
2. Junior tennis program sessions will be conducted on weekday afternoons at Cahill Square to terminate at 4:00 p.m.

During the School Year

1. High school physical education classes will conduct tennis instruction at Cahill Square during the school day.
2. High school tennis team practice sessions will be conducted at Cahill Square on afternoons after school.

Adoption Date - 11/6/96

PROHIBITION OF THE USE OF TOBACCO PRODUCTS ON SCHOOL DISTRICT PREMISES

The use of tobacco products on School District premises is contrary to both the educational goals, interest, and image of the School District and the maintenance of a healthy and safe school work environment. Substantial medical research has established that the use of tobacco is a hazard to the health and welfare of the users and, secondarily, to the health and welfare of those exposed to the smoke.

For these reasons, all persons (students, employees, independent contractors, members of the general public, and any other individuals) are prohibited from using any tobacco products in or on School District premises or property. Possession of lighted smoking materials shall be considered use within this policy.

Possession of tobacco products is discouraged for all persons and may result in confiscation of the tobacco product in the case of students.

Violators of this policy will be subject to applicable Wisconsin Statute(s), Whitefish Bay Village Ordinance, and disciplinary proceedings of the School District.

Adoption Date	-	6/14/89, 11/6/96
Legal Reference	-	Sections 101.123; 120.12(20) Wis. Stats.
Cross Reference	-	832-Rule, Enforcement Procedures for Tobacco Use Policy Violations Whitefish Bay Village Ordinances

PROHIBITION ON THE USE OF TOBACCO PRODUCTS ON SCHOOL DISTRICT PREMISES

To achieve tobacco-free schools, the School District will work cooperatively with staff, students, families, and community health agencies, including both prevention and intervention programs.

Prevention efforts will focus on tobacco-related health education at grade levels and in guidance situations where appropriate.

Intervention efforts will include appropriate cessation programs for employees and students and information materials for employees and students.

Enforcement Procedures

1. Employees

- A. All employees shall be informed verbally and by printed document of the School District's smoke-free schools policy. Cessation assistance shall be made available if requested. New employees will be so informed at time of hire.
- B. A violation of this policy by staff shall be referred to the principal or supervisor who will verbally remind the employee of the policy and provide written documentation of this event. The employee will be asked to abide by the policy in the future. A copy of the printed policy will be sent to the employee.
- C. If a second violation occurs, a written noncompliance report, directing the employee to abide by the policy, will be issued by the principal or supervisor and a copy of this report will be retained in the personnel file. Cessation assistance shall again be offered.
- D. If a third violation occurs, the employee will be referred by the principal or supervisor to the District Administrator for disciplinary action, per School District policy procedures concerning disciplinary action involving employees.

2. Spectators and Visitors - Public Events

- A. Posted notices shall be used to inform spectators and visitors of the tobacco-free schools policy. The policy shall also be published annually in a School District newsletter or in the local press.
- B. Spectators or visitors who use tobacco on school property shall be reminded by the principal, supervisor, or his/her designee of the tobacco-free school policy.
- C. If someone refuses to stop using tobacco, they will be asked by the principal, supervisor, or his/her designee to leave the school property. Violators may be referred to the Police or Fire Department.

3. Students

- A. Any violation of the Board's policy by students shall be subject to building discipline procedures.

SCHOOL DRIVEWAYS AND PARKING LOTS

The development and communication of specific rules and regulations pursuant to the use of parking lots and driveways for individual schools are the responsibility of each building administrator.

Adoption Date - 2/11/87, 11/6/96

PUBLIC GIFTS TO THE SCHOOL

Gifts which may serve to enhance and extend the work of the schools are welcomed by the School District. Such gifts may be in the form of cash, equipment, or other items of value to the School District and/or its students and staff. If the gift relates to a particular school, the donor should make his/her wishes known to the building administrator who will determine the appropriateness of the gift. If necessary, the administrator will work with the donor to develop guidelines for the acceptance and use of the gift. If the value of the gift is \$1,000 or less, arrangements for the handling of any funds connected with the gift will be developed by the principal in conjunction with the Director of Business Services. The building administrator will properly acknowledge the gift and will make the District Administrator aware of the contribution.

In the event the value of the gift is more than \$1,000, the building administrator will submit to the District Administrator the offer of the gift along with any guidelines and suggested financial arrangements developed with the Director of Business Services. The District Administrator will bring the matter before the School Board for official action.

All materials donated to the School District will become property of the School District. Any conditions and/or limitations placed on the use of the gift by the donor must be acceptable to the District Administrator and/or the School Board.

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

Adoption Date	-	2/11/87; 6/2/93, 11/6/96, 11/9/05
Legal Reference	-	Sections 118.13; 118.27; Wis. Stats.; PI 9.03(1) Wis. Adm. Code
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedures 851, Advertising in the Schools

SALES IN THE SCHOOLS

Visitors and staff shall not solicit or offer for sale to staff and/or students for their personal use or purchase any items or services on any school premises unless written permission is first received from the District Administrator or his/her designated representative.

Permission may be granted by building administrators for vendors to meet with staff and/or students to discuss the sale or purchase of items or services directly related to the School District's educational, co-curricular or extra-curricular programs.

Adoption Date	-	11/8/89, 12/4/96
Legal Reference	-	Section 118.12 Wis. Stats.

ADVERTISING

Neither the facilities, the name, the staff, nor the students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

The school may cooperate in furthering the work of any nonprofit educational or community-wide social service agency provided that such cooperation does not restrict or impair the education program of the schools.

The schools may use films, video tapes, transmissions from down links, information from Internet sources or other educational materials bearing mention of a producing or sponsoring firm or source providing the name or advertising of the producing or sponsoring source is a minor part of the materials, appropriate in a school environment, and use does not constitute a School District endorsement of the producing or sponsoring source.

School organizations and booster groups may conduct fund raisers that include name, trademark and other means of identifying commercial organizations providing the fund raisers conducted by student organizations are approved by the building principal.

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.

The District Administrator or his/her designee may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.

The schools may, upon approval of the District Administrator or his/her designee, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and noncontroversial and which promote the education or other best interest of the students.

School publications may accept and publish paid advertising under established procedures for newspapers, athletic programs, music programs, yearbooks, and other like items.

Schools may accept commercially sponsored equipment, services and/or commercial signage if the following standards apply:

The donation/use of the equipment, service, or signage results in a savings to the District; be in good operating condition in the case of equipment; and not result in otherwise hidden costs to the District.

Competing commercial enterprises are given equal opportunity to donate equipment or services or place signage.

The equipment, service, signage or advertising do not promote the use of tobacco, alcohol or other drugs.

The equipment, service, signage or advertising do not promote a specific religion; or political ideology, candidate or issue.

The equipment, service, signage or advertising are not vulgar, racially or ethnically offensive, factually inaccurate, sexually explicit or otherwise inappropriate for use and/or viewing in a public school.

The equipment, service, or signage is accompanied by a contract specifying the length of use and form of disposition when appropriate.

The equipment and signage are compatible with the school physical environment sustaining and not detracting from the aesthetically pleasing condition of the school environment.

NOTE: Organizations affiliated with the School District such as athletics, music boosters and PTAs/PTOs may be subject to the conditions of this policy, but generally will have more latitude to conduct fund raisers as needed.

Adoption Date	-	2/11/87, 12/4/96, 6/11/97
Legal Reference	-	Section 118.12 Wis. Stats.

VISITORS TO THE SCHOOLS

Visits by citizens, taxpayers, and parents are encouraged. When entering the building, all visitors are to report immediately to the building administrator's office to identify themselves and to state the purpose of their visit. They will be given a badge to identify the purpose for their building visit. It is expected visitors will be courteous and not interrupt the educational process.

In order not to unreasonably interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom the building administrator shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. In all such determinations, preference shall be given to parents of children attending the school.

The building administrator shall have complete authority to exclude from the school premises any persons who he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or children on the premises, or whom the building administrator believes may be on the premises for the purpose of committing an illegal act.

Adoption Date	-	2/11/87, 12/4/96
Legal Reference	-	Section 120.13(35) Wis. Stats.
Cross Reference	-	731, Building Security

QUESTIONS AND INQUIRIES REGARDING THE SCHOOL DISTRICT

Questions and inquiries regarding the School District are welcomed by the School District whenever they spring from a genuine desire to learn about the School District, relate to policies and practices of the School District, or pertain to an area of personal or family contact with the School District.

Questions and inquiries should be directed to the District Administrator or his/her designee.

School District employees will make every effort to respond to questions and inquiries about the School District consistent with existing policies and practices of the School District.

Adoption Date	-	2/11/87, 12/4/96
Cross Reference	-	870-Rule, Procedures for Handling Public Concern/Inquiries Regarding School District 870-Exhibit, Public Complaint Form 871, Public Complaints about Instructional Materials 411, Equal Educational Opportunities 511, Equal Opportunity Employment

PUBLIC COMPLAINTS REGARDING INSTRUCTIONAL PRACTICES, DISCIPLINARY ACTION OR SCHOOL DISTRICT EMPLOYEES

Constructive criticism of the Whitefish Bay School District is welcomed by the School District whenever such criticism is motivated by a sincere desire to improve the quality of the educational program or to equip the School District to carry out its mission more effectively.

Specific complaints concerning instructional practices (excluding textbooks, library books, and/or instructional materials), or student disciplinary action are to be directed to the appropriate level for response according to the following sequence.

Classroom Teacher/Staff Member
Principal/Supervisor
Central Office Director
District Administrator
School Board

Complaints will be handled and resolved as close to their origins as possible. Therefore, complaints received within the above sequence will be referred to appropriate staff members for study and recommendation.

Informal (verbal) complaints are encouraged initially. When an informal complaint cannot be resolved at the level of origination or the next higher level, the complainant should be asked to complete a formal Public Complaint Form.

The School Board will address complaints only after it has been provided with written findings of an investigation conducted by the appropriate staff as identified in the above sequence. A response should be provided to the complainant by each of the above levels considering the complaint. Responses to informal complaints may be verbal. All other responses should be written.

Step 1

A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the Director of Personnel/Pupil Services, who (that employee) shall send written acknowledgment of receipt of the complaint within twenty (20) days.

The Director of Personnel/Pupil Services shall investigate the complaint and issue written findings within forty-five (45) days. If the complainant wishes to appeal a negative determination, he/she may appeal the determination to the District Administrator.

Step 2

A written determination of the complaint shall be made by the District Administrator within forty-five (45) days. If the complainant wishes to appeal a negative determination, he/she may appeal to the School Board.

Step 3

A written determination of the complaint shall be made by the School Board within ninety (90) days of receipt of the complaint unless the parties agree to an extension of time. (Appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats.

Complaints under 20 USC S. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.)

Step 4

If a complainant wishes to appeal a negative determination by the School Board, he/she has the right to appeal the decision to the State Superintendent within thirty (30) days of the School Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Director of Personnel/Pupil Services has not provided written acknowledgment within twenty (20) days of receipt of the complainant or if the School Board has not made a determination within ninety (90) days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Adoption Date	-	2/11/87, 6/2/93, 12/4/96
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedures 871-Rule, Procedures for Handling Challenged Instructional Material

WHITEFISH BAY SCHOOLS
GUIDELINES FOR HOME/SCHOOL COMMUNICATION VIA E-MAIL

The District's E-mail system may be a useful way for you to contact your son's or daughter's teachers.

1. The privacy of E-mail cannot be guaranteed. Staff and parents should be wary of sending confidential information via E-mail.
2. It is our intention to respond to an E-mail message by the next day. However, please be aware time periods are not set aside during the day for staff to respond to their E-mail.
3. If you send an E-mail message and do not receive a reply within a few days, please contact the teacher by phone. Occasionally, email system malfunctions prevent the staff member from receiving your email message.
4. E-mail is a convenient way to communicate information. However, it does not necessarily allow for a good two-way dialogue. Therefore, in some situations, a personal conversation is the preferred method of sharing insights and/or concerns.

Adoption Date

07/08/1998

Revision Date

10/19/2011

SCHOOL DISTRICT OF WHITEFISH BAY
1200 EAST FAIRMOUNT AVENUE
WHITEFISH BAY, WISCONSIN 53217

PUBLIC COMPLAINT FORM

Additional pages may be attached if more space is needed.

1. **Complaint initiated by:** _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Petitioner represents:

____ Self

____ Organization (Name) _____

____ Other Group (Identify) _____

2. **Where does your complaint originate?**

Building _____ Course/Grade _____

3. **With whom and/or what is your complaint concerned?**

4. **What is the nature of your complaint? Please be specific.**

5. **What would you prefer the School District do about this complaint?**

Signature of Complainant _____

Date _____

COMPLAINTS REGARDING TEXTBOOKS, MEDIA RESOURCES, AND INSTRUCTIONAL MATERIALS

It is the intent of the district to facilitate consideration of concerns or complaints regarding the use of any educational material. The School Board acknowledges the right of parents/guardians of enrolled students, students or employees to express concern relative to the acceptability of instructional materials. The review of challenged materials shall be treated objectively, in a timely manner, and as a routine action.

Informal, local resolution of concerns or complaints is encouraged to the extent possible. The complainant should first meet with the staff member involved or the building principal in an effort to discuss the concern. Should the concern not be resolved at that level, the complainant may elect to register a formal complaint through the procedures for reconsideration of challenged materials.

Adoption Date	-	12/4/96
Cross Reference	-	871-Rule, Procedure for Reconsideration of Challenged Material

PROCEDURE FOR RECONSIDERATION OF CHALLENGED MATERIAL

When informal resolution of a complaint about an educational material is not forthcoming, the complainant may elect to register a formal complaint by filing a written "Request for Reconsideration of Materials." This form, along with a copy of the district's materials selection policy, can be obtained from the director of instruction and should be filed with that office.

When a written request for reconsideration is filed, the following steps shall be taken:

- Step 1 The director of instruction will convene the appropriate curriculum committee or, if necessary, convene a special committee for reconsideration of challenged materials. The following persons may either be added to the existing curriculum committee or appointed to serve on a special committee:
 - A. The director of instruction, who will act as or appoint a chairperson for the committee.
 - B. The building administrator.
 - C. The building media specialist.
 - D. Two parents, one representing the school □s parent association.
 - E. A member of the grade level or department where the questioned material is in use.
 - F. As appropriate, a student from the building.
- Step 2 The material in question, along with the complaint, will be circulated to the committee members who will read/review the material in entirety. Other resources such as critical reviews and authoritative information may also be provided to the review committee.
- Step 3 During the complaint and reconsideration process, the materials in question shall continue in use, unless the district administrator makes a recommendation to the contrary. While under reconsideration, access to questioned materials can be denied only to the child or children of those making the complaint.
- Step 4 Within one month of receipt of written request for reconsideration, the committee will meet to consider the complaint and to recommend whether the challenged materials shall continue to be used in the instructional program. The majority decision of the committee shall be implemented. The committee may recommend any of the following actions:
 - A. Retain the material for instructional use.
 - B. Remove the material from instructional use.
 - C. Modify the use of the material.
- Step 5 Within seven (7) days, the director of instruction will inform the complainant of the committee's recommendation, and provide a written summary report to the complainant and to the district administrator.
- Step 6 If the complainant remains dissatisfied, s/he may, within 14 days, ask the district administrator for permission to present an appeal to the School Board. The materials shall continue to remain in use as in Step 3 above.
- Step 7 The School Board may hold a hearing on the appeal if it deems such a hearing to be appropriate, and, in any case, shall render a written decision within 30 school days of receipt of the appeal.

Step 8 The material in question shall not be reconsidered within a two year period following the decision of a reconsideration committee.

Adoption Date	-	12/4/96
Cross Reference	-	871, Complaints Regarding Textbooks, Media Resources, and Instructional Materials

SCHOOL DISTRICT OF WHITEFISH BAY
1200 East Fairmount Avenue
Whitefish Bay, Wisconsin 53217

REQUEST FOR RECONSIDERATION OF MATERIALS

You may attach additional pages if more space is needed to respond.

Request initiated by: _____

Day Phone _____ Address _____

City _____ State _____ Zip _____

—

Petitioner represents:

_____ Self

_____ Organization (Name) _____

_____ Other Group (Identify) _____

Where is the material being used? Building _____ Course/Grade _____

Type of Instructional Material: Library Book _____; Periodical _____; Basic Reference Material _____;

Audio/Visual _____; Textbook _____; Other _____.

Title: _____

Author: _____

Publisher: _____

Copyright Date: _____

1. *To what in the instructional material do you object? Please be specific -- cite pages or passages to which you object.*

2. *What of value do you identify in this material?*

3. *What do you feel might be the result of use of this material?*

4. *Are you familiar with the range of materials being used in this general topic?*

5. *Did you read/hear/view the entire material?* _____

6. *Have you spoken with the teacher about your concern regarding this material?*

7. *Are you aware of the teacher's purpose in using this material?*

8. *What do you believe is the theme or purpose of this material?*

9. *Is the material factually accurate and honest in presentation?*

10. *What would you prefer the school do about this material?*

_____ *Do not assign or recommend it to my child.*

_____ *Send it back to a review committee for reevaluation.*

_____ *Other (Specify)* _____

The petitioner will submit one copy of this form to the director of instruction.

Adoption Date - 12/4/96

RELATIONS WITH PRIVATE AND PAROCHIAL SCHOOLS IN WHITEFISH BAY

The School District of Whitefish Bay has a history of harmonious relationships with parochial and private schools in Whitefish Bay. The School Board desires that cooperative relationships be maintained.

The School District provides resident students enrolled in private or parochial schools a continuing opportunity for equitable participation in exceptional education programs, and other programs financed with federal monies, in accordance with federal and state requirements and in a manner consistent with the number of eligible private or parochial school students and their identified individual needs.

In addition to the required opportunities for participation, the School District will invite private and parochial school participation for students in grades 7 and 8 in District family and consumer education and industrial technology programs.

In reaching a decision about the possibility of providing other School District services to students who attend a private or parochial school, local administrators should use one or more of the following considerations when deciding upon specific requests.

- The constitutionality of providing the program or service.
- Equity (making it available to all private and parochial students who may or could be interested).
- Economic impact (the extent to which it directly and/or indirectly provides a fiscal burden to the School District).

Prior to granting a request, the individual administrator should consult with the District Administrator to insure uniformity of practice.

The School District will periodically notify private and parochial schools located within Whitefish Bay regarding staff development opportunities offered by the District. Staff members from the private and parochial schools may choose to participate in District staff development activities when seats are available. Private and parochial participants shall reimburse the School District for expenses beyond minimal costs. Seats will be considered available after District staff members have completed their registration.

Adoption - 10/14/81, 11/11/87, 4/10/91, 4/9/97