

Section 300

General

School

Administration

**PRAIRIE DU CHIEN AREA SCHOOLS
BOARD POLICIES**

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ADMINISTRATION GOALS

Proper administration of the school is most vital to a successful educational program. The general purpose of the district's administration shall be to coordinate and supervise, under the policies of the Board, the creation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive officer, the District Administrator, to provide the professional administrative leadership demanded by such a far-reaching goal.

The district's administrative organization shall be designed so that all schools are part of a single system guided by Board policies that are implemented through the District Administrator. Administrators are all expected to administer their units in accordance with Board policy and the District Administrator's rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness, and wise leadership – as well as consideration and concern for staff members, students, parents and others – are essential for effective administration.

The District Administrator, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations of the District Administrator, then holding the Administrator accountable by evaluating how well those requirements and expectations have been met. In turn, the District Administrator shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the district shall be:

1. The process of decision-making and communication.
2. Planning, organizing, implementing and evaluating.
3. Coordinating and guiding activities within the school system and community that may strengthen and render more effective the educational program.

Adopted: 4/10/2000

Revised: 3/11/2002

DISTRICT ADMINISTRATOR

The District Administrator is appointed by the Board and acts as its executive officer in administering the Board's policies for the operation of the school. The District Administrator also acts as professional advisor of the school.

LEGAL REF: Wis. Stat.: 115.01 (11)
118.24 (1)

Adopted: 4/15/1996

Revised: 3/8/1999; 4/10/2000; 3/11/2002

QUALIFICATIONS AND DUTIES OF THE DISTRICT ADMINISTRATOR

Title: District Administrator

(Job Description)

JOB GOALS: The District Administrator is the chief executive officer of the school district of Prairie du Chien. He/she shall act in accordance with policies, rules and regulations established by the Board of Education and laws and administrative regulations of the State of Wisconsin.

The administration of the school district should be delegated to the District Administrator. He/she in turn will delegate duties and authority to insure the implementation of policies in the best educational interest of students in the school district.

REPORTS TO: Board of Education

SUPERVISES: The District Administrator has the responsibility for the direct supervision of all administrative personnel and for maintaining an effective supervisory program outline for all district employees.

PERFORMANCE RESPONSIBILITIES:Policy and Contract Administration

-Coordinate management of the district in concert with all administrative personnel.

-Serve as the professional advisor to the Board of Education on the formulation of policies for the school system and execute the policies adopted by the Board of Education. He/she shall have the responsibility to make rules and regulations to govern routine matters of school district operation.

-Make sure that district policies are administered fairly and consistently throughout the district.

-Carry on policy evaluation and revision and make recommendations to the Board for proposed changes.

-Annual update of School Policy Manual.

Negotiations

-Provide complete information to the School Board to clarify issues under discussion and act as a general resource person in carrying out the negotiation process.

-Conduct researches, gather information, and provide general assistance to the School Board on those issues under consideration.

-Attend all meetings of the School Board Negotiation Committee.

Planning

-Help to establish both short and long range goals for the district including time frame to be established.

-Foster new ideas, act as a catalyst for change and innovative thinking and accept accountability for the proper administration of the schools within this framework.

-Establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and be responsible for the proper administration of the schools within this framework.

-Assume full responsibility for making all recommendations to the Board of Education on all phases of school operation after soliciting input from the staff.

-Be responsible for the planning and use of all school facilities, control and supervision of all school buildings, grounds, and equipment, subject to the policies and regulations adopted by the Board of Education.

-Recommend plans for long range maintenance program for renovations of the school property and for new construction and insure that all such plans, once approved by the Board of Education, are properly executed.

-Keep the Board of Education informed of the school district's progress toward achieving its goals and objectives.

Conflict Resolution

-Hear suggestions or complaints regarding the operation of the school and with the administrative staff make decisions in matters of controversy between the various school employees, pupils, parents of pupils, or others, when the controversies relate to school affairs.

-Listen to and make judgement regarding any grievance on contract administration.

-Serve as hearing officer when decisions involving the athletic code or eligibility for free or reduced lunches are appealed.

-All written grievances will be brought to the attention of the Board.

-A complete written file will be maintained on complaints and grievances.

Budgeting and Financial Planning

-Be responsible for the preparation of a school district budget which complies with Board policy and state law.

-Be knowledgeable of the proposed budget during the Annual District Meeting.

Supervision and Evaluation

-Ensure that a staff supervision and evaluation program is carried out throughout the district.

-Assume complete responsibility for the evaluation of personnel and review the said evaluation of all personnel of the district.

-Provide supervision of all instruction and the control and management of all pupils.

Staff Relations

-Conduct positive personnel practices within the district.

-Make recommendations to the Board regarding the employment and promotion of personnel.

-Maintain communication between the District Administrator and all employees and keep the Board apprised.

Staff Recruitment and Development

-Be responsible for recruitment, selection and assignment of all employees needed by the school district.

-Be responsible for the development, maintenance, and operation of a constructive program of in-service training and education for all employees of the school system.

School-Community Relations

-Ensure that the district maintains positive school-community relations. This will be a cooperative effort between the Board, administrators, teachers and support staff.

-Keep the parents and the community apprised of the status of the school and its programs.

-Serve as an advocate for students and their educational programs.

Curriculum

-Exercise leadership in the areas of curriculum assessment and development.

-Prepare, or have prepared for approval, the content of each course of study in the K-12 curriculum.

-Continuous updating of curriculum guides.

Discipline

-Make certain that fair and equal treatment of all employees and students is maintained throughout the district.

-Ensure that policies and procedures are established for student's rights, responsibilities and discipline.

-Administer employee discipline fairly and consistently in accordance with all policies, contracts and laws.

-Suspend employees or students when deemed necessary.

Adopted: April 15, 1996

Revised: 3/8/1999; 4/10/2000; 3/11/2002

APPOINTMENT AND EVALUATION OF THE DISTRICT ADMINISTRATOR

The Board of Education shall appoint a District Administrator for a term of two (2) years. The salary shall be determined at the issuance of the contract and reviewed on the anniversary date each year. By mutual agreement of the Board and the District Administrator, the contract may be renewed at the end of each contract year.

In December of each year the Board will provide a written evaluation of the District Administrator's performance; and an oral evaluation will be given in July. The extension or termination of the District Administrator's contract will be in compliance with Wisconsin Statutes 118.24.

Adopted: 11/13/2000

Revised: 3/11/2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Policy 313

SUPERINTENDENT (Job Description)

Qualifications:

1. Must possess or be eligible to receive a valid Wisconsin administrative license and meet the requirements established by the North Central Association of Colleges and Secondary Schools.
2. Must possess at least a master of arts/science degree in educational administration from an accredited institution of higher learning.
3. A minimum of three years each of successful teaching and administrative experience is desirable.
4. Must possess such alternatives or additional qualifications as determined by the Board of education.

Reports Directly To: Board of Education

Supervisor: Administrative / Management Staff

Job Summary:

The Superintendent shall be the chief executive officer for the Board and shall provide for the planning, organizing, leading and controlling of facilities, personnel, programs and operations of the District.

The Superintendent shall be directly responsible to the Board and shall manage the District in accordance with Board policies, and state and federal law. The Superintendent may delegate responsibilities to subordinates; however, this may not relieve the Superintendent's accountability to the Board for both routine and special objectives/functions.

Job Responsibilities:

A. General School/Board Administration

The Superintendent shall:

1. Administer the policies as established by the Board.
2. Prepare and distribute the printed agenda for each Board meeting.
3. Attend all Board meetings and participate in all deliberations, except those relating to his/her contract.
4. Administer the District in conformance with policies of the Board, rules and regulations of the Department of Public Instruction (DPI), and State and federal laws.

5. Schedule and conduct meetings with the administrative staff to involve administrators as a management team.
6. Participate on Board negotiating teams as required. He/she shall direct and coordinate all negotiations and activities in accordance with the Board's expectations.
7. Prepare the annually agreed upon special objectives and complete a written report during each school year for the Board.
8. Develop and direct the public information program for the District.
9. Communicate effectively with other districts, community groups, government groups, and citizens of the District.
10. Assist the Board in all matters pertaining to the general welfare of the District.
11. Perform such other duties as required by law or the Board or appropriate to the position.

B. Curriculum and Instruction

The Superintendent shall:

1. Implement the development and evaluation of the District's instructional program.
2. Coordinate a comprehensive in-service program for all employees and Board members of the District.
3. Visit the schools periodically to advise and consult with teachers, principals and supervisors relative to the function of the schools and the effectiveness of the instructional program.

C. Policy / Personnel

The Superintendent shall:

1. Coordinate the personnel functions of the Board in accordance with personnel policies and procedures, negotiated agreements, and state and federal laws.
2. Recommend the employment of all professional and support staff for Board approval.
3. Develop and implement an ongoing evaluation system for all employees of the District.
4. Coordinate the attendance boundaries for each school and the transfer of students from one school to another where such transfers are considered to be in the best interest of the educational program.
5. Recommend new and revised policies to the Board on general operations and organization of the District.
6. Represent the Board in Professional Staff Negotiations.
7. Represent the Board in Support Staff Contract negotiation and grievance matters.
8. Recommend in-services for support staff, such as safety workshops, computer seminars, etc.

9. Operate and supervise assigned committees, including safety, insurance, and food service.

D. Finance and Budget

The Superintendent shall:

1. Work with the Board and appropriate committees in the development of the District Budget.
2. Conduct the budget hearing of the proposed budget to inform and receive input from the public.
3. Prepare the annual meeting booklet.
4. Assist administrators and team leaders with developing individual budgets.
5. Maintain District legal data and records, and a history of the District's operations.
6. Make recommendations on the purchase or lease of capital equipment. This will help ensure quality and efficiency in the financial and administrative functions of the District.

E. Building & Grounds:

The Superintendent shall:

1. With Building Principals and Head Custodians, annually evaluate the custodial/maintenance staff.
2. Solicit quotes or bids for building and grounds capital needs.
3. Prepare materials, with assistance from Head Custodians, for the Board facility committee.
4. Serve as a resource to the building principals and custodial/maintenance personnel on matters of building repair or custodial supplies.

F. Food Service

The Superintendent shall:

1. With the Food Service Supervisor, using the bidding process, help select food service providers and/or contracts.
2. Supervise the Food Service Program to make it self-supporting.
3. Purchase equipment, as needed, in cooperation with the Food Service Supervisor.
4. Monitor the collection of money and the collection procedures used in the Food Service Program. He/she shall ensure that there are good audit trails and accountability.
5. Supervise the processing of all necessary publication and forms regarding eligibility for free and reduced meals.
6. Supervise the filing of monthly claims to the Department of Public Instruction (DPI).

G. Transportation

The Superintendent shall:

1. Negotiate with the bus contractor on an annual basis for student transportation services.
2. Work with the building principals in adjusting bus routes wherever necessary to ensure minimum riding time and maximum safety.
3. Process requests for non-resident transportation, parent contracts and any other transportation requests.
4. Make recommendations to the Board concerning hazardous transportation areas, alternative transportation options, equipment and other matters related to transportation.
5. With the bus contractor, complete and file state transportation reports.
6. Submit a report to the Board on yearly transportation costs, numbers of students transported, etc.

LEGAL REF.: Section 118.24 Wisconsin Statutes
121.02(1) (q)
PI 3, Wisconsin Administrative Code
8.01 (2) (q)

CROSS REF.: Policy 225, Evaluation of the Superintendent

APPROVED: April 15, 1996

REVISED: March 8, 1999
April 10, 2000
June 11, 2007

PRAIRIE DU CHIEN AREA SCHOOLS

ATTACHMENT A

BOARD OF EDUCATION EVALUATION OF SUPERINTENDENT

NAME _____ DATE _____

General Performance Factors: Please circle the appropriate number after each point in determining your evaluation or assessment.

Key to Rations:	1.	Exceeds Standards	2.	Meets Standards
	3.	Needs Improvement	4.	Must Improve

I. Leadership

- | | | | | |
|---|---|---|---|---|
| A. Evaluates the financial needs of the district | 1 | 2 | 3 | 4 |
| B. Takes responsibility for improvements of the educational Programs | 1 | 2 | 3 | 4 |
| C. Is respected by the community and school staff | 1 | 2 | 3 | 4 |
| D. Works effectively with public and private agencies | 1 | 2 | 3 | 4 |
| E. Instills a sense of accountability in all employees | 1 | 2 | 3 | 4 |
| F. Is visionary and progressive in establishing the district's Goals | 1 | 2 | 3 | 4 |
| G. Competence in business management, personnel Administration, plant operation and maintenance | 1 | 2 | 3 | 4 |
| H. Overall rating in this area | 1 | 2 | 3 | 4 |

Comments: _____

II. Dedication

- | | | | | |
|---|---|---|---|---|
| A. Performs necessary administrative duties in a fair and Reasonable way | 1 | 2 | 3 | 4 |
| B. Presents a positive image of the school to the community | 1 | 2 | 3 | 4 |
| C. Improves through positive participation in profession Group activities | 1 | 2 | 3 | 4 |
| D. Aggressive about up grading the school system | 1 | 2 | 3 | 4 |
| E. Participates in community activities | 1 | 2 | 3 | 4 |
| F. Spends a commendable amount of time at his job | 1 | 2 | 3 | 4 |
| G. Approaches his job from a positive standpoint | 1 | 2 | 3 | 4 |
| H. Overall rating in this area | 1 | 2 | 3 | 4 |

Comments: _____

Board Evaluation of Superintendent Continued – Pg. 2.

III. Planning and Evaluation

- | | | | | |
|---|---|---|---|---|
| A. Ability to organize effectively and to plan to meet the School district's problems | 1 | 2 | 3 | 4 |
| B. Is fair and reasonable in assessing the performance of school employees | 1 | 2 | 3 | 4 |
| C. Conducts meetings effectively | 1 | 2 | 3 | 4 |
| D. Defines the school's philosophies and supports Board Policies in a meaningful way | 1 | 2 | 3 | 4 |
| E. Offers appropriate recommendations to the Board on items requiring Board action | 1 | 2 | 3 | 4 |
| | | | | |
| F. Overall rating in this area | 1 | 2 | 3 | 4 |

Comments: _____

IV. Human Relations

- | | | | | |
|---|---|---|---|---|
| A. Remains calm and poised in difficult situations | 1 | 2 | 3 | 4 |
| B. Makes him/herself readily accessible to school employees, various community groups, parents, and others to interpret school programs and needs | 1 | 2 | 3 | 4 |
| C. Carefully considers Board member's, school employee's, and The general public's suggestions when making decisions | 1 | 2 | 3 | 4 |
| D. Has a sense of humor and strong emotional stability | 1 | 2 | 3 | 4 |
| E. Has the ability and courage to give constructive criticism in a friendly, firm, and positive way | 1 | 2 | 3 | 4 |
| F. Has the ability and courage to accept constructive criticism In a positive way | 1 | 2 | 3 | 4 |
| | | | | |
| G. Overall rating in this area | 1 | 2 | 3 | 4 |

Comments: _____

Board Evaluation of Superintendent Continued – Pg. 3.

- V. Empathy
- | | | | | |
|---|---|---|---|---|
| A. Demonstrates fairness and consistency in the handling of problems | 1 | 2 | 3 | 4 |
| B. Seeks to foster high morale and cohesiveness among all Employees | 1 | 2 | 3 | 4 |
| C. Believes that the public schools are operated for the benefit of the children – not the Board, Administration, teachers or parents | 1 | 2 | 3 | 4 |
| D. Creates an effective educational atmosphere in the district | 1 | 2 | 3 | 4 |
|
 | | | | |
| E. Overall rating in this area | 1 | 2 | 3 | 4 |

Comments: _____

- VI. General Characteristics
- | | | | | |
|---|---|---|---|---|
| A. Good judgement, common sense, and perception | 1 | 2 | 3 | 4 |
| B. Ability to make decisions promptly and correctly | 1 | 2 | 3 | 4 |
| C. Ability to lead and shoulder responsibility | 1 | 2 | 3 | 4 |
| D. Keeps the Board adequately informed regarding developments and administrative actions | 1 | 2 | 3 | 4 |
| E. Ability to face controversy, to remain true to convictions, and to live with a high-pressure job, and to support the Board | 1 | 2 | 3 | 4 |
| F. Ability to delegate authority and make effective use of personnel | 1 | 2 | 3 | 4 |

Comments: _____

CODE OF ETHICS

The Board approved the ethics guidelines set by the Wisconsin Association of School District Administration for its members as follows:

The professional school administrator:

- constantly upholds the honor and dignity of his/her profession in all his/her actions and relations with pupils, colleagues, school board members and the public.
- obeys local, state and national laws; holds himself/herself to high ethical and moral standards, and gives loyalty to his/her country and to the cause of democracy and liberty.
- accepts the responsibility throughout his/her career to master and to contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession.
- strives to provide the finest possible educational experience and opportunities to all persons in the district.
- applying for a position or entering into contractual agreements seeks to preserve and enhance the prestige and status of his/her profession.
- carries out in good faith all policies duly adopted by the local board and the regulations of state authorities and renders professional service to the best of his/her ability.
- honors the public trust of his/her position above any economic or social rewards.
- does not permit considerations of private gain nor personal economic interest to affect the discharge of his/her professional responsibilities.
- recognizes that the public schools are the public's business and seeks to keep the public fully and honestly informed about their school.

High standards of ethical behavior for the professional School Administrator are essential and are compatible with his/her faith in the power of public education and his/her commitment to leadership in the preservation and strengthening of public schools.

Adopted: 6/13/1994

Revised: 3/8/1999; 4/10/2000; 3/11/2002

ADMINISTRATIVE ORGANIZATION PLAN

The legal authority of the Board is to be transmitted through the District Administrator along specific paths from person to person as shown by organization charts for the district. The lines of authority in the charts represent direction of authority and responsibility. All such charts shall be submitted to the Board for approval and shall be regarded as visual representations of policy.

Adopted: 4/10/2000

Revised: 3/11/2002

STAFF ORGANIZATION

See Power Point Document At End Of Policy 300 Series

MANAGEMENT TEAM

The Board of Education supports the concept and application of team management in the administration of the Prairie du Chien Area School District.

A management team shall be established to facilitate the decision-making process. The District Administrator shall lead, determine, structure and designate membership of the team. In addition, teams may be constituted at the building level as necessary to carry out specific organizational goals or objectives.

Adopted: 3/11/2002

REVIEW OF ADMINISTRATIVE DECISIONS

Any appeal to the Board concerning a decision of the District Administrator or request for interpretation of any policy or regulation shall be made in writing and shall set forth the circumstances of the case in question and the grounds for requesting relief from such ruling. Such requests shall be submitted to the Board at the next regular meeting and the action of the Board in the case shall be communicated to the petitioner by the Secretary of the Board or by the District Administrator.

Adopted: 3/11/2002

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

In any organization, it is important that the responsibility for decision-making be clearly delineated. This is particularly true if the District Administrator is unavailable. In these cases, there should be a clear line of administrative succession that designates both responsibility and authority.

The District Administrator shall make his/her whereabouts known to the Central Office staff at all times. Absences for an extended period shall also be made to the School Board. If the District Administrator leaves the district, he/she shall make every effort to communicate his/her itinerary to the secretary who shall inform others who want or need to know. In case of a bona fide emergency, every effort will be made to notify the District Administrator of the situation. If the District Administrator is unable to be reached, the responsibility and the authority to act in behalf of the district shall fall to the principals of the Prairie du Chien Area School District.

Adopted: 4/10/2000

Revised: 3/11/2002

APPROVAL OF AGREEMENTS AND HANDBOOKS

The District Administrator shall approve the publication of all curriculum guides, manuals, handbooks, pamphlets and similar book-type publications that are directive in nature.

Agreements between the Board of Education and various employee groups shall be printed at the expense of the Board. Official copies of such documents shall be maintained in the office of the District Administrator and copies distributed to all members of the Board of Education.

Copies of the applicable agreements shall be presented to all personnel now employed and presented to new employees at the time of employment.

Adopted: 4/10/2000

Revised: 3/11/2002

EVALUATION AND PLANNING

The Board expects the District Administrator to concern himself/herself with long-term planning to guide the Board in policy development. To that end the Board establishes the function of planning and policy development as an important part of the District Administrator's job.

The District Administrator will present an annual report to the Board. This report shall include a discussion with the Board of goals pertaining to budget, curriculum, facilities, staffing and other short and/or long term priorities.

Adopted: 3/11/2002

SCHOOL DISTRICT ANNUAL REPORT

The District Administrator will prepare and present to the Board as soon as possible at the close of every school year a comprehensive annual report on the general conditions of the school.

The report will summarize the curriculum, special programs, and services provided by the district and the administrator's recommendation for their improvement. It will provide additional information of importance to the community on school operations and problems.

Upon Board approval, the report will be made available to the public.

LEGAL REF: Wis. Stat. 120.18

Note: The district is required by law to file with the Department of Public Instruction an annual district report. The required content of this report is specified in Wis. Stat. 120.18.

Adopted: 3/11/2002

SCHOOL PERFORMANCE REPORT

A School Performance Report (an educational program review) shall be prepared in accordance with State Statutes and posted on the District's website by May 1st of each year. Upon written request by a parent or guardian, a copy of the School Performance Report will be provided.

LEGAL REF.: Statutes 115.38
121.02 (1) (o)

Adopted: 5/8/2006

RELATIONS WITH OTHER SCHOOLS AND OTHER SCHOOL AGENCIES

The Prairie du Chien Area School Board appreciates the fact that there are other agencies in the district, or area, which are dedicated to education. It believes that much may be gained through cooperative endeavors with these agencies.

In order to make a maximum contribution to education, within the school district and to other educational agencies, the Board establishes these broad guidelines:

1. Efforts will be made to establish mutually beneficial cooperative programs with neighboring schools and other schools in CESA #3. This also includes the purchase of special services and equipment not economically available to the local district due to budget or personnel restraints.
2. The school administration is encouraged to establish liaison with other educational and non-educational agencies.
3. The school administration is encouraged to supply educational services to, and/or share with, other educational and non-educational agencies.

Adopted: 3/11/2002

INTERLIBRARY LOAN POLICIES AND PROCEDURES

The Prairie du Chien Area School District's libraries are part of the Southwest Wisconsin Library System. In addition, the Prairie du Chien Area School District is a member of the Instructional Technology Division of Iowa's Keystone Area Education Agency located in Elkader, Iowa. Both affiliations allow students and faculty of access information beyond what is available in the school library.

The library relies on resource sharing and interlibrary loan programs:

1. to extend access to information and materials not normally acquired
2. to support interlibrary loan as a concept to foster interlibrary cooperation and resource sharing
3. to extend budget funds as effectively as possible

However, interlibrary loan activities will not be used as a replacement for ongoing collection development. No library has either the space or resources to anticipate and purchase everything patrons find useful.

The following guidelines shall be followed when handling interlibrary loan requests through the Southwest Wisconsin Library System:

1. every effort will be made to meet patron needs with district collections before beginning the outside interlibrary loan process
2. loaning and borrowing of materials will be at the discretion of the school library staff as stated in Wisconsin State Statute 43.72 (3) (as shown below)
3. patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are lost or damaged while in their possession
4. all library services will be revoked until replacement costs are repaid

The library participates in resource sharing with any library without charge for the Interlibrary Loan Services.

Prairie du Chien Area School District shall follow guidelines as stated in the Wisconsin State Statutes 43.72 – Interlibrary Loans.

43.72(1) School library books and other instructional material belonging to one school district may be loaned to another school district for use in any school library of that school district.

43.72(2) Any public library board and school board may make such exchanges and loans of books with other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.

43.72(3) Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not immediately or constant demand by the school library's primary clientele, as determined by the school district.

Adopted: 12/12/2005

SALES REPRESENTATIVES

Sales representatives are not permitted to call on teachers or other staff members without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the education program.

Adopted: 3/11/2002

COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, AND INTERNET SAFETY**Detailed Provisions****A. Management, Administration, Monitoring, and Privacy**

1. The District has software and systems in place that monitor and record all Internet usage. The District wants users to be aware that our security systems are capable of recording, for each and every user, each World Wide Web site visit and the amount of time spent actively using the World Wide Web, and we reserve the right to do so at any time, without advance notice or warning to the user. No District student or employee should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any District computing facility. The District may review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the District's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity.
2. The District, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time or for any purpose.
3. If a student or employee finds that he/she is connected to a site that contains any offensive, disruptive, or harmful material such as listed at the end of this section, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or supervisor of the incident. The District's goal in creating the above standards and reporting requirement is not to create an environment of fear and apprehensiveness for users accessing the Internet and internal networks, but to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.

Offensive, disruptive, or harmful data include, but are not limited to any messages or files, or data that contain the following:

- pornographic or erotic images,
 - sexual implications,
 - racial slurs,
 - derogatory gender-specific comments,
 - information or instructions designed to cause physical harm to another person,
 - comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability,
 - any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person,
 - those data or activities which invade the privacy of another person
4. The District will fully cooperate with requests from law enforcement and regulatory agencies for logs, diaries, data, and archives on individuals' computing activities to the extent required by law.

B. Systems Management, Data Integrity, and Security

1. Non-District owned hardware or software may not be introduced into the system without approval from the appropriate District systems management personnel. Exceptions include external storage devices.

**Detailed Computer, Internal Network, Electronic Mail,
and Internet Policy Provisions, cont.
380 (pg 2)**

2. Employees shall download only those materials, which are applicable to their position in the District. Students may only download files from the Internet that are specifically designated for use in classroom assignments and activities, and then only with the permission and direction of their teacher. The use of the District's Internet facilities to transfer data outside of these limits can create congestion that may adversely affect everyone's ability to access Internet resources of all kinds.
3. No employee or student may use District computing facilities to download or distribute software or data that is pirated, or in a manner inconsistent with its license agreement or applicable copyright law and District copyright policy. Any software or files transferred in any manner into or via the District's computing facilities becomes the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with their licenses or copyrights, applicable District policy, or other controlling authority.
4. Unless software or data transferred into the District's computing facilities is part of an approved educational curriculum, students and employees must understand that the unauthorized use or independent installation of non-standard data may cause computers and networks to function erratically, improperly, or cause data loss. Users should seek the assistance of qualified District systems management personnel in downloading freeware or shareware, and must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel. District systems management personnel must have the software license prior to the download.
5. No employee or student may use the District's computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer instruction. Further, employees or students may not propagate any virus "warnings" via electronic mail except to alert appropriate District systems management personnel.
6. Students and employees may not intentionally delete or modify data that is used as part of an approved educational curriculum, except where the deletion or modification of said data is part of that curriculum. Users must respect the fact that, much like a library, software and data are made available for all to use and benefit from.
7. No employee or student may use the District's computing facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or the user's data.
8. All data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise deactivated. If you are uncertain as to whether the workstation you are using is capable of detecting viruses automatically, or you are unsure whether the data has been adequately checked for viruses, you should contact appropriate District systems management personnel.
9. No student or employee may use the District's computing facilities to access or attempt to access stored materials or data that are not appropriate for their position, or are outside the scope of their education or employment duties.

C. User IDs and Passwords

1. Every student and employee accessing District computing resources will be assigned a User ID and/or password that functions as the method of access to the computing facilities. Users will be held fully accountable for activity that occurs on any District computing facility under the user's ID and password, regardless of whether the person assigned to the User ID and password is the actual user. Therefore, great care should be taken not to share or otherwise disclose this information to another person.
2. User IDs and passwords should never be written in a conspicuous place, written down together, or shared with any third party. If the user ID and/or password is lost, the student or employee must immediately inform appropriate District systems management personnel so his/her account can be temporarily deactivated and a new password assigned.
3. The District has security facilities available to detect an intruder who may be attempting to use or guess another's User ID and password to gain access to resources for which they are not authorized. If an account has become disabled because of an intruder's attempt to access the computing facilities, students and employees should contact appropriate District systems management personnel for assistance.
4. Some student users may not be granted User IDs and passwords if their foreseeable computer use will not involve storing files or accessing the Internet.

D. Electronic Mail

1. Electronic mail should primarily be used for internal District business, instructional purposes, and collaboration with fellow students and peers, and other activities directly related to a user's education or employment. While a certain amount of personal use occurs with any communications medium, users are discouraged from using District computing resources for personal communication, and expressly prohibit their use commercially or for personal enrichment or profit.
2. Though electronic mail is a fast and relatively easy mode of communication, nothing should be included in an electronic mail message that the user would not want read by a third party. Although it is rare, the interconnected nature of the Internet and its component disparate computing networks makes it possible for a third-party interceptor to store, view, read, print, and disseminate the contents of any electronic mail message to anyone else. The District has security facilities in place to prevent unauthorized access to our internal networks and electronic mail stored there. Employees and students must be aware that messages transmitted outside our networks may be equally protected, less protected, or not protected at all. The likelihood of such an interception is extremely low, but still possible, so users should therefore take great care when transmitting sensitive or confidential information. District employees should not transmit sensitive or identifying information about students via electronic mail.
3. Electronic mail should be retained only as long as needed, and not archived or otherwise stored beyond the time that it may reasonably need to be referred to.

**Detailed Computer, Internal Network, Electronic Mail,
and Internet Policy Provisions, cont.
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4. Employees and students may not use District electronic mail facilities to propagate chain letters, advertising, jokes, personal files, images, or any other materials not directly related to their employment or education.
5. Employees and students should keep in mind that electronic mail is a written form of communication, just like a paper letter. Though electronic mail is relatively spontaneous compared with regular mail, users should take care to use the same level of discretion and forethought before sending messages, and additionally check them for completeness, accuracy, and grammar just as one would any written correspondence.

E. World Wide Web Publishing and Use

1. District employees, staff, and teachers will lead students in activities and exercises that strengthen their research skills and enrich the educational process. This may include using search engines in a way that is appropriate for the curricular goal and cognitive level of students, using pre-determined Web resources as a group, or allowing students to independently research subjects consistent with established curriculum and content guidelines.
2. Employees and students should read information on the World Wide Web with an evaluative and critical attitude, verifying the sources, authenticity, and accuracy of information to the best of their ability. To that end, employees will endeavor to review Web materials that will be used in classroom learning activities, and use only those that are of the highest quality.
3. Employees and students may bookmark educationally sound websites so they may be referred to quickly and easily, without the sometimes-tedious process of discovering the resource on one's own. These bookmarks may be saved to a networked storage device, and should be reviewed regularly by the user for relevance, currentness, and appropriateness to the educational and employment environment.
4. Materials published to the World Wide Web using District computing facilities are considered official District materials, and will be created by appropriate employees. Students may, upon approval of their teacher, create web pages relating to class projects or other school-related activities. The purpose of web pages published by the District shall be to communicate information about the District to students, parents, and the public, and to provide an instructional tool with links to other sites that correlate with current curriculum, are age-appropriate, and are reviewed in advance by appropriate District employees.
5. Creation and publishing of web pages is subject to the following guidelines:
 - Pages and the data contained thereon belong to the District, and should reflect quality work and accurate information except for student-created class assignments that are on a web page for display purposes.
 - Contents must adhere to this Acceptable Use Policy, applicable privacy policies and laws, applicable copyright policies and laws, and other established District policies.
 - Information published on District web pages should be education-related, non-confidential, and non-commercial. However, advertising for non-profit, school-sponsored organizations is acceptable.

**Detailed Computer, Internal Network, Electronic Mail,
and Internet Policy Provisions, cont.
380 (pg 5)**

- All pages should be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page, whether internal or outside the District, and subject to the restrictions contained in this Acceptable Use Policy.
 - Links to commercial or personal web pages shall not be made from any District web page, except where such linking would serve a legitimate educational purpose.
6. District web pages shall not contain the following items without the explicit written permission of a parent, guardian, or in the case of information about an employee, the employee:
- Students' full names, electronic mail addresses, telephone numbers, street addresses, or any other identifying information.
 - Identifying photographs, video, or likenesses of students and staff.
 - Employees' personal electronic mail addresses, personal telephone numbers, street addresses, or any other identifying information of a personal nature. Web pages may contain an employee's name, title, work telephone number, work electronic mail address, the building or facility they are employed in, and other work-related information to facilitate communication with parents and other outside correspondents.
7. District web pages should be updated regularly on a schedule determined by appropriate District systems management personnel. Links to outside pages must be reviewed and checked regularly for accuracy.
8. The work of students may be published on the District's Web pages provided that a written release is granted by the parent or guardian of the student. Students retain copyright of their work.
9. Each employee and student using the Web and other Internet facilities of the District shall identify himself or herself honestly, accurately, and completely at all times. No employee or student may purport to represent the District or its views, policies, or opinions without the advance approval of the Superintendent, and must refrain from political advocacy, endorsement of products, services, or educational methods, or communication with any media outlet or public forum without such advance approval.

F. Resource Considerations

1. Students and employees with Internet access should not use District computing facilities to transfer images, video, or sound materials unless there is an explicit educational purpose for such a transfer. The regular and widespread transfer of such large amounts of data creates a significant burden on any computing facility. Rather than transferring large files via the public Internet, users should ideally download a large amount of data once, then distribute it to others using the District's faster internal networks.

**Detailed Computer, Internal Network, Electronic Mail,
and Internet Policy Provisions, cont.
380 (pg 6)**

2. Whenever possible, students and employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailing, or the use of streaming audiovisual technology for times when other users are not likely to be performing the same activity.
3. The District may, at any time and without warning, move or delete data stored on networked systems to efficiently allocate computing resources to all users. While every reasonable attempt will be made to inform users of such modifications or deletions, users should preserve important or sensitive data on a disk or other removable storage medium, and particularly recognize that there may be circumstances when such a notification will not be possible, such as at the end of an academic year or during a vacation period.

G. Enforcement

1. Any user identified as a security risk or having a history of problems with computing systems may be denied access to the District's computing facilities, with or without advance notice, warning, or opportunity to cure a defect that may result in such a revocation of privileges.
2. The District will report all violations or suspected violations of District, local, State, or Federal laws and policies to the appropriate administrator, agency, or law enforcement authority, and will cooperate fully in the investigation of any activity that may violate established law or doctrine.
3. Violations of this Acceptable Use Policy will be investigated by appropriate District personnel. Where appropriate, disciplinary action will be taken against students and employees violating any provision of this Policy, as provided for by Board policy.

H. Consequences

Student Violations: Any student user who violates this policy will lose independent user privileges as stated below: Student violations and the disciplinary penalty will be recorded in the student's discipline record. Students violating this policy will be subject to disciplinary action that may include the loss of user privileges as stated below:

- | | |
|---------------------------|--|
| 1 st Offense - | Three weeks suspension of network or Internet access |
| 2 nd Offense - | Nine weeks suspension of network or Internet access |
| 3 rd Offense - | One year suspension. from the date of violation, of network or Internet access |
- Severe Offense - Whether a first, second or third offense, violations of a severe nature may result in permanent denial of computer privileges and if a violation is also against the laws of the state of Wisconsin, law enforcement may also be notified. .

All penalties will be administered by school principals and area subject to review by the administrative team. In all cases restitution for damages will be assessed.

Employee Violations: Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment.

All penalties will be administered by the district administrator and are subject to review by the School Board's Personnel Committee and/or the full School Board. In all cases restitution for damages will be assessed.

**Computer, Internal Network, Electronic Mail,
and Internet Policy Provisions Exhibit a.**

**COMPUTER, INTERNAL NETWORK, ELECTRONIC MAIL, AND INTERNET
SAFETY AGREEMENT**

As a user of the Prairie du Chien Area School District Computer System, I recognize and understand that the District's computer systems are to be used for educational purposes only and that all equipment, software, messages and files are the exclusive property of the District. I understand that use of this equipment for non-educational purposes is strictly prohibited. I agree not to use the computer systems in a way that is disruptive, offensive, or harmful to others or to the District. Further, I agree not to use a password that has not been disclosed to the District. I agree not to use pass codes, access a file or retrieve any stored communication, other than where authorized, unless there has been prior clearance by a teacher or District administrator. I agree not to copy, send or receive copyrighted or confidential materials without permission.

I am aware that the District reserves, and will exercise the right, to review, audit, intercept, access and, if necessary, disclose all matters on the District's computer systems when legitimate purposes require it. I am aware that the District may exercise these rights with or without notice. I am aware that use of a password or code does not guarantee confidentiality, privacy or restrict the District's right to access electronic communications.

STUDENT / STAFF:

I understand and will abide by the Computer, Internal Network, Electronic Mail, and Internet Safety Policy. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Name (please print): _____

Signature: _____

Date: _____ Grade: _____

PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the Computer, Internal Network, Electronic Mail, and Internet Safety Policy. I understand that this access is designed for educational purposes. I recognize that it is impossible for the Prairie du Chien Area School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue accounts for my child and certify that the information contained in this form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____

Date: _____

Prairie du Chien Area School District Organizational Chart

