

## **Recruitment and Hiring of Administrative Staff**

### **221.1 Policy**

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

This policy applies to the recruitment and hiring for positions of employment in the District for which the employee and the School Board will execute an administrator contract under section 118.24 of the state statutes, except for the position of District Administrator.

The Board, at its discretion and without being bound by any administrative recommendation, shall make the decision to employ an individual in any position covered by this policy. If required by applicable law, such a decision must be supported by a majority vote of the full membership of the Board. Accordingly, no binding offer of employment may be made and no contract of employment shall be executed until properly approved by formal Board action.

In making its discretionary employment decisions and to the extent consistent with applicable law, the Board may consider any aspect of an individual's candidacy, including whether the Board finds the results of a candidate's background checks to be acceptable – regardless of whether the administration also assessed such issues and found the candidate acceptable to recommend to the Board for possible employment.

Unless the Board directs otherwise in connection with a specific position opening, the District Administrator shall define and oversee the implementation of the District's practices and procedures surrounding recruitment, selection, and hiring for the positions covered by this policy. Different practices and procedures may be applied to different types of positions and to specific openings where the administration determines that there is reasonable cause for doing so. However, the following minimum requirements shall be observed in connection with the process that is used to fill positions addressed by this policy:

1. The District shall seek and consider applications that are received from both internal and external applicants for a specific opening unless the Board approves an administrative recommendation to first consider filling the position in question with one or more internal candidates via promotion, a change in positions, or reassignment (including via the application of any pre-defined leadership succession plan).
2. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the individual has participated in at least one personal interview for the position in question.
3. No external candidate and no internal candidate who has worked for the District for less than the three consecutive years prior to his/her candidacy shall be recommended to the Board to fill a position covered by this policy unless the individual assigned to conduct background checks has verified the candidate's relevant employment history and the results of such verification are deemed acceptable to the District Administrator.

4. The process shall include a criminal background check.
5. If applicable to the position, the process shall include verification of the license(s), or sufficient pre-licensure status, of the individual the District intends to employ.
6. If applicable to the individual who the District intends to employ, the process shall include verification that the individual has been released from any contract that would prevent the Board from contracting with the candidate.

**Legal References:**

**Wisconsin Statutes**

- [Section 19.36\(7\)](#) [public disclosure of applicants for local public office]  
[Section 66.0502](#) [employee residency requirements prohibited]  
[Subch. II of Ch. 111](#) [the state fair employment law]  
[Section 118.19](#) [licensure, generally]  
[Section 118.24](#) [administrator contracts]  
[Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

**Wisconsin Administrative Code**

- [PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]  
[PI 34](#) [licensure requirements]

**Federal Laws**

- [Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

**Cross References:** WASB SP1; Board Policy 511, 533.1

**Adoption Date:** 10/21/2020

## **Hiring Administrative Staff: Conditional Offers of Employment**

### **221.1 Rule**

This rule applies to the hiring of persons for District positions for which the employee and the School Board will execute an administrator contract under section 118.24 of the state statutes, except for the position of District Administrator.

Unless inapplicable to the specific position or unless fully satisfied prior to the point at which an offer of employment is made, offers of employment made to candidates for positions covered by this rule shall be made expressly contingent on the following:

1. Verification of current licensure or verification of other pre-licensure status (e.g. provisional licensure) that is acceptable to the District and that is sufficient for the position in question under the rules and guidelines of the Department of Public Instruction;
2. Completion of all applicable criminal, professional, and personal background checks, with results that the District Administrator or his/her administrative-level designee, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment;
3. Completion of any required health examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
4. The candidate providing evidence acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if not released, would prevent the Board from contracting with the candidate;
5. The candidate completes a successful negotiation of a proposed employment contract with the Administrative Negotiations Committee; and
6. The Board's wholly discretionary post-recommendation approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, the District shall not execute any employment contract with any individual until all outstanding contingencies have been satisfied, unless any outstanding contingency has been adequately incorporated into the individual's contract such that the contract is either voidable or can be terminated at the discretion of the District if the contingency is not satisfied on a timely basis.

Cross Reference: WASB SR1 3/14/16

**Adoption Date:** 10/21/2020

## **Procedures Related to Professional Development Activities of the District Administrator**

### **223 Rule**

Expenses directly related to the District Administrator's professional development activities may be paid for or reimbursed by the District to the extent and in the manner provided by applicable District expense procedures, including all procedures that relate to (1) obtaining approval for specific activities, costs, and any work time away from the District; and (2) the submission of complete and timely documentation of qualified expenses.

The District Administrator is required to obtain advance approval directly from the Board President for any proposed professional development activity, and for the estimated related expenses, when both of the following apply:

1. The activity will either occur on one or more working days at a location outside of the District or involve District payment or reimbursement of related expenses, and
2. Any one or more of the following applies:
  - a. The proposed activity involves an absence from work in the District for the equivalent of three (3) or more workdays in any 10-day period;
  - b. The proposed activity involves out-of-state travel;
  - c. The proposed activity is a course offered by an institution of higher education for which full or partial tuition reimbursement is requested;
  - d. A reasonable estimate of the total District cost of the proposed activity (including all associated expenses) exceeds \$500; or
  - e. The funds specifically budgeted for administrator professional development in the applicable fiscal year have been exhausted.

Specific activities and estimated expenses that are sufficiently detailed within the District Administrator's annual professional development proposal (and any amendments thereto) are sufficiently approved for purposes of these procedures if the Board has approved the proposal.

In regard to other proposed professional development activities that will occur on one or more working days at a location outside of the District and/or that will involve District payment or reimbursement of related expenses, the District Administrator may request advance authorization from either the Board or the Board President. The Board President may provide such advance authorization provided that:

1. The District Administrator makes a request that identifies the activity, the work time required for the activity, and a reasonable estimate of all expenses that the administrator anticipates to be paid or reimbursed by the District;
2. The Board President finds the proposed activity and estimated expenses to be reasonable and not in conflict with any Board policy, expense reimbursement procedure, or Board decision; and

3. The Board President concludes that he/she is otherwise comfortable exercising this discretionary approval authority on behalf of the Board.

For any professional development activity for which direct Board pre-approval is not expressly required under these procedures, if the District Administrator engages in a professional development activity that was not authorized in advance by either the Board or the Board President and if he/she incurs any cost or expense that he/she intends the District to pay or reimburse, the District Administrator does so at the risk that the Board may determine, at its discretion, that such payment or reimbursement is to be denied or rescinded.

Cross Reference: WASB SR1 3/14/16

**Adoption Date:** 10/21/2020

## Evaluation of Administrative Staff

### 225.1 Policy

The District Administrator shall ensure that all other licensed administrators employed by the School Board are evaluated in writing at least once every year with more frequent formal or informal evaluations being strongly encouraged. The District Administrator shall further ensure that each such administrator has been evaluated at least once within each 12-month period that precedes either (1) any date that the Board votes on extending or renewing the administrator's contract in the situation where the individual's job performance (and not the elimination of the position) is the primary consideration relevant to the decision; (2) any date the Board permits, by operation of law or contract, any extension or renewal of the administrator's contract; or (3) any date the District Administrator recommends that the Board approve an individualized adjustment to the compensation of any administrator.

The Board delegates to the District Administrator the responsibility for defining and implementing the specific procedures, criteria and instruments that will be used to conduct the performance evaluations of other administrative personnel, provided that they are consistent with state law and the following general parameters:

1. The Board-adopted position description, including the key job-related activities defined therein, shall be reflected in evaluation criteria or otherwise assessed in an evaluation narrative;
2. The data used to evaluate an administrator shall include, but is in no way limited to, information that is based upon observation of the individual's performance;
3. Consistent with the Board's expectation that all employees should strive for continuous improvement and seek regular opportunities for professional growth, the overall evaluation process should include both a formative and summative component. The formative component should include goal setting and the identification of appropriate professional development activities;
4. Another administrator licensed by the Department of Public Instruction, and usually an individual serving in a supervisory role within the District, shall have primary responsibility for directing the evaluation process and producing the culminating, summative performance evaluation record applicable to any period covered by a written evaluation. This sentence does not prevent others from participating in, or providing data/information that is relevant to the evaluation process;
5. Normally, the core evaluation criteria and the basic evaluation procedures that are identified and used for similar administrative positions should themselves be substantially similar, although the District Administrator may depart from this general premise if he/she determines that there is a sound basis for doing so;
6. A component of each administrator's performance evaluation shall be an assessment of the manner in which the administrator monitors and evaluates the performance of the individuals who are supervised by the administrator; and
7. Other major areas to be covered within the administrative evaluation process, when applicable to the position, shall include the extent to which the administrator:
  - a. Demonstrates leadership in establishing, monitoring, and improving curriculum, instruction and assessment in a manner aligned with school and district goals, including especially those goals focused on attaining high levels of student achievement;

- b. Engages in effective interpersonal and group communication with relevant constituencies;
- c. Demonstrates effective problem-solving skills;
- d. Engages in effective long-term planning and translates strategic priorities into tangible action steps;
- e. Effectively manages staff, resources and operations with the goal of establishing and maintaining a safe, efficient and effective environment for student learning;
- f. Demonstrates initiative and encourages innovation while adhering to applicable legal requirements, district policies, and supervisory direction;
- g. Shows respect for others and models the character traits, behaviors, and attitudes that the school district encourages in all of its staff members and students, including honesty, integrity, personal accountability, adaptability, resiliency, and professionalism;
- h. Fosters and encourages a positive culture within the applicable school, program, or department; and
- i. Demonstrates an understanding of and an appropriate sensitivity to the larger social, cultural, economic, legal and political contexts that affect education.

A performance evaluation conducted under Educator Effectiveness will suffice for purposes of this policy

The District Administrator shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 115.415](#) [educator effectiveness evaluation requirements applicable to principals]

[Section 118.24](#) [school administrators; administrator contracts]

[Section 120.12\(2m\)](#) [school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]

[Section 121.02\(1\)\(a\)](#) [verification of licensure]

[Section 121.02\(1\)\(b\)](#) [professional development of employees]

[Section 121.02\(1\)\(q\)](#) [evaluation of licensed staff]

##### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(a\)](#) [annual certification to DPI of administrator's current license]

[PI 8.01\(2\)\(q\)](#) [evaluation of licensed staff]

[PI 34.003](#) [DPI's administrator standards]

[PI 47](#) [equivalency process for educator effectiveness evaluation; principals and teachers]

**Cross References:** WASB SR1 5/20/24 ; Board Policy 537

**Adoption Date:** 10/21/2020

## **Employee Job Descriptions**

### **254 Policy**

The District Administrator shall oversee the development, revision, and maintenance of written job descriptions for all employee classifications in the District. At a minimum, each job description shall list the required qualifications and the essential functions (primary duties) that have been identified for the staff position(s) covered within the relevant classification.

Job descriptions for all professional employee classifications that require the employee to hold a Wisconsin Department of Public Instruction (DPI) license, including those for administrative staff, shall be adopted by the School Board. Job descriptions for other classifications may be approved and modified under the authority of the District Administrator.

Relevant administrative and supervisory personnel are responsible for reviewing the job descriptions applicable to their area(s) of responsibility on an ongoing basis to ensure that the descriptions remain reasonably current and accurate and to coordinate with the District Administrator or his/her designee regarding any concerns or potential changes.

The District's current job descriptions shall be maintained in a Job Description Handbook or a similarly-accessible compilation.

Postings for specific positions, individual employment contracts, specific District policies and handbooks, or other supplemental descriptions for specific positions, assignments, and roles within an employee classification may augment a general job description. Further, all employees are expected to perform such duties and attend to such responsibilities as may be reasonably assigned by a supervisor.

#### **Legal References:**

##### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(q\)](#) [evaluations of licensed personnel to be based, in part, on board-adopted written job descriptions]

##### **Federal Laws**

[Americans with Disabilities Act of 1990](#) [disability discrimination in employment; reasonable accommodations]

**Cross References:** WASB SP1 3/14/16; Board Policies 225, 225.1, 538, 548; C-FC Employee Job Handbook

**Adoption Date:** 10/21/2020

## **Temporary Administrative Arrangements**

### **260 Policy**

The District Administrator, any building principal, and any other administrator or supervisory employee is responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. It is the expectation of the School Board that there will be at least one administrator in the school building during any time that school is in session. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to other members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority.

In the event of an unexpected vacancy in any administrative or supervisory position the District Administrator shall make appropriate interim arrangements for the performance of the duties and responsibilities of the position, subject to possible School Board review at the Board's discretion.

#### **Legal References:**

##### **Wisconsin Statutes**

[Section 118.24](#) [Administrative authority and assignment of responsibilities]

**Cross References:** WASB SP1 3/14/16

**Adoption Date:** 10/21/2020

## STUDENT ATTENDANCE – Policy 431

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation. In a digital learning environment, which may include virtual, remote, a combination, or other emerging models, attendance may include attending to lessons, progressing in their learning, and benefitting from instruction.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

### 1. Prior Parent-Excused Absences.

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

### 2. Other Excused Absences of a Temporary Nature.

a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. Such health care provider's excuse shall state the period of time for which it is valid and shall not exceed 30 days.

b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);

c. Religious holidays or instruction to the extent authorized by law;

d. Family emergency;

e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;

- f. Funerals of a family member or friend;
- g. Up to 3 days per school year for college visitations by high school juniors and seniors;
- h. Suspension from school;
- i. Mandatory court appearances;
- j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
- k. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the principal;
- l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding “Taps” during a military honors funeral for a deceased veteran;
- m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. Excused absences other than a suspension from school require written approval of the student’s parent or guardian. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student’s responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

### 3. Program or Curriculum Modifications.

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student’s parent or guardian and approved by the principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the principal, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

4. Participation in a Board-Approved Alternative Program.

A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

5. High School Students Who Are No Longer Subject to Compulsory Attendance.

For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

6. High School Students Approved to Leave School Grounds During a Class Period.

The Board authorizes the administration to establish a program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to apply for school approval to leave the school premises for up to one class period each day if the student does not have a class scheduled during that class period. A student who is under the age of 18 must have parent or guardian permission to seek such approval. Absence from school with approval under such a program constitutes an excused absence from school and does not affect the student's eligibility for graduation.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The principal or assistant principal shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The principal may designate one or more licensed

staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or his/her administrative-level designee) and principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents and guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

#### Legal References:

##### Wisconsin Statutes

Section 115.28(51) [state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]

Section 115.997(5)(e) [military compact on educational opportunity for military children]

Section 118.125(2)(cg) [disclosing student attendance records to law enforcement agency]

Section 118.125(2)(ch) [disclosing student attendance records to fire investigator]

Section 118.15 [compulsory school attendance]

Section 118.16 [school attendance enforcement]

Section 118.162 [truancy committee and plan]

Section 118.163 [municipal truancy and dropout ordinances]

Section 118.18 [teacher attendance reporting requirements]

Section 118.33(1)(b) [high school graduation requirements]

Section 948.45 [contributing to truancy]

#### Cross References:

Adoption Date: 11/20/19

## **Tobacco Free Schools**

### **831 Policy**

The School Board is dedicated to providing a healthy, comfortable and productive environment for students, staff, spectators and visitors. It is the intention of the District to maintain tobacco-free schools.

- The Board believes that education has a central role in establishing patterns of behavior related to good health and supports classroom-based instruction on tobacco use prevention, including training for teachers whose instructional duties include tobacco use prevention content.
- Students are prohibited from possessing or using tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) at all times in all school buildings, on all school premises, while attending or participating in a District-sponsored function, and at any other time that a student is under the supervision of school district authority.
- All persons other than students are prohibited from using tobacco, electronic cigarettes or other nicotine products not used as part of a smoking cessation program (as defined in state law) at all times in all school buildings, on all school premises, and while attending any District-sponsored function not on District property where the District controls attendance/access to the event or activity. In addition:
  - District employees are further prohibited from using such prohibited products in connection with a District-sponsored function when students are present and the employee is acting in the scope of their employment.
  - Authorized agents of the District (e.g., authorized volunteers or chaperones) are further prohibited from using such prohibited products in connection with a District-sponsored activity when students are present and the person is performing their role as an authorized agent of the District.
- Tobacco and nicotine product advertising and promotional products are prohibited on school premises, in school publications, and at all school-sponsored functions. In addition, no student shall be permitted to wear any clothing that depicts, promotes or advertises tobacco or nicotine products (including electronic cigarettes) while on school premises and at school-sponsored functions.

School employees, students and members of the public shall be notified of this policy through such means as student and staff handbooks, school newsletters and posted notices at all school entrances and other prominent locations on school premises.

Violation of the tobacco or nicotine product prohibitions outlined in this policy by students and staff will result in school disciplinary actions. In addition, information about tobacco cessation and related services will be provided to students and staff who violate the policy.

Members of the public who violate the tobacco or nicotine product use prohibitions outlined in this policy will be asked to discontinue such use or leave the premises. Law enforcement officials may be contacted as necessary and appropriate.

**Legal References:**

**Wisconsin Statutes**

[Section 101.123](#)[smoking prohibited in enclosed places]

[Section 120.12\(20\)](#) [school board duty to prohibit tobacco use on school premises]

[Section 134.66\(1\)\(f\)](#) [definition of nicotine product]

[Section 139.75\(12\)](#) [definition of tobacco products]

**Federal Laws**

[20 U.S.C. §§7971-7974](#) [smoking prohibited in indoor facilities providing education services to children; see also [20 U.S.C. §§6081-6084](#)]

**Cross References:** WASB SP1 4/15/2015; Board Policies 443.3, 522.2

**Adoption Date:** 10/21/2020

Add to Student Handbook:

### **Definition of Virtual Learning**

Virtual instructional settings include digital, analog, synchronous, asynchronous, or hybrid learning environment as selected by a parent for their child's learning medium or as determined by the district for student safety and health. Parents must submit their request for virtual learning to the office in writing or email.

### **Attendance in Virtual Learning**

1. Adequate course progress as demonstrated by data analytics from the learning management system, assignment submission, and time spent online.

### **Definition of C-FC Remote Learning**

Remote learning is a 100% synchronous remote learning live streamed from C-FC classrooms. Students follow the same daily schedule as their on-campus classmates.

### **Attendance in Remote Learning**

The following 3 criteria will be used to determine whether a student has attended class in remote learning:

1. The student has signed into the classroom video meeting with camera on within 5 minutes of the start of class time.
2. Evidence of daily work with all daily classwork completed and submitted to the teacher during class time.
3. Adequate course progress as demonstrated with assigned homework, coursework or assessments completed and submitted on-time.

Just as in-person learning, all other aspects of the student handbook must be followed in regard to student behavior. Including, but not limited to:

- School dress-code
- No cell phones or other technology device
- The student is on-task and ready to learn for the duration of the remote learning class period, unless otherwise directed by the teacher.
  - Camera ON the entire time
  - School appropriate environment (not in bed, in a vehicle, etc.).

### **Source:**

COVID-19 Regulatory Flexibility Framework Provisions for the 2020-21 School Year 08/24/20

[https://dpi.wi.gov/sites/default/files/imce/administrators/e-mail/08\\_24\\_20\\_Regulatory\\_Flex\\_Framework.pdf](https://dpi.wi.gov/sites/default/files/imce/administrators/e-mail/08_24_20_Regulatory_Flex_Framework.pdf)

Wisconsin Digital Learning Collaborative Brief – Online Attendance

[https://static1.squarespace.com/static/5b2a5d54e74940efa50bef9f/t/5d80047d3711f92d553d9cee/1568670848971/WDLC\\_Brief-OnlineAttendance\\_v2\\_July2019\\_9.16.19.pdf](https://static1.squarespace.com/static/5b2a5d54e74940efa50bef9f/t/5d80047d3711f92d553d9cee/1568670848971/WDLC_Brief-OnlineAttendance_v2_July2019_9.16.19.pdf)