

**ALTOONA SCHOOL DISTRICT**  
**809 Seventh Street West**  
**Altoona, Wisconsin**

**Pupil Nondiscrimination Self-Evaluation Report**  
**to Meet Requirements of**  
**S.118.13, Wis. Stats., & PI 9, Wisconsin Administrative Code**

**January, 2017**

**The Altoona School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.**

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## Introduction and Self-Evaluation Process

In compliance with S.118.13, Wis. Stats., and PI 9, Wisconsin Administrative Code, the Altoona School District conducted a self-evaluation of the status of pupil nondiscrimination and equality of educational opportunity.

This review took place in January, 2017. The District contracted with Fred A. Skebba, Educational Consultant, to review documents, interview key staff members, and prepare the printed report. Skebba is a former member of the Wisconsin Equity Cadre and has provided assistance since 1996 to school districts in CESA #9. He also has three years' experience working with the American Diabetes Association, Wisconsin Chapter, to resolve parental complaints against Wisconsin school districts regarding harassment and/or discrimination of students with Diabetes.

The following is a brief time line of the basic procedures.

November 30, 2016, to January 5, 2017	Preparation for the onsite review.
January 6, 2017	Onsite review of documents and data – interviews.
January 14, 2017	Preparation of the draft report.
January 17-24, 2017	Administrative review of the draft report.
January 25, 2017	Preparation of the final report.
February 6, 2017	School board approval of the report.
February 7, 2017	Summary report, PI 1198 sent electronically to DPI. Legal notice posted indicating to residents of the school district that the report is available for review.
<b>Ongoing</b>	Implementation of recommendations.

## Self-Evaluation Review Committee

The following staff members provided material for the review through the interview process and also by providing documents and data:

<u>Name</u>	<u>Title</u>
Jamie Oliver	Athletic Director/High School Dean of Students
Amy Bauman	School Counselor
Brooke Kaldor	School Counselor
Heather Holle	School Counselor
Jay Mielke	School Counselor
Alan McCutcheon	Director of Special Education & Pupil Services
Joann Walker	Elementary School Principal
Andrea Steffan	Intermediate School Principal/Director of Curriculum & Instruction
Jason LeMay	High School Principal
Dan Peggs	Middle School Principal
Dr. Connie Biedron	Superintendent

Students, staff, parents, and residents of the school district were given an opportunity to make comments. No comments were received prior to the onsite review on January 6, 2017.

## I. District Profile

### A. District Enrollment

#### District Enrollment – 2015-16

<u>Grade Level</u>	<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec. Ed.</u>	<u>Total</u>
Elementary School	341	266	84	85	607
Intermediate School	100	122	40	18	222
Middle School	188	158	54	37	346
High School	234	192	58	47	426
Totals	863 (53.9%)	738 (46.1%)	236 (14.7%)	187 (11.7%)	1601

#### Special Education

<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Total</u>
139 (74.3%)	48 (25.7%)	30 (16.0%)	187

#### Students of Poverty

640 of 1601 on free or reduced-cost lunch = 40.0%

### B. District Structure

The district is comprised of the following schools:

- 4K Program – Special Education
- Elementary School – Grades K-3
- Intermediate School – Grades 4-5
- Middle School – Grades 6-8
- High School – Grades 9-12

C. Review of Printed Materials

The following printed materials were reviewed to determine if they meet the requirements of PI 9.05:

Meet the Requirements

Professional Educator Handbook – OK for employees  
Substitute Teacher & Support Staff Handbook – OK for employees

Support Staff Handbook – Ok for employees  
2016-17 Elementary School Parent Handbook  
Middle School Student Planner  
School District Athletic Code

Do Not Meet the Requirements

2016-17 Course Description Book\*  
2016-17 New Staff Handbook\*\*

\*Update name of the complaint officer

**Legal Reference: PI 9.05(2)**

\*\*Needs the nondiscrimination statement and the complaint procedure

**Legal Reference: PI 9.05(2) & (3)**

D. General Comments

The district is sensitive to providing equal opportunity to all students without discrimination. The following comments made during the interview process will reinforce this commitment by the district. They are listed in the order in which they were received during the onsite review.

District policies, complaint procedure, and complaint officer are all in place.

There have been no formal, written complaints in recent years.

Participation of all students in athletics and activities is encouraged.

Elementary athletics are administered and implemented through community groups.

There is a comprehensive school counseling program in place. More detail is in section II of this report.

Planning for the ACP (Academic & Career Plan) initiative is under way in the district.

Accommodations are made for individual students when necessary, including financial assistance. There are no athletic fees.

The district seeks out additional activities for students. As an example, DECA was added recently.

## II. Methods, Practices, Curriculum, and Materials Used in Counseling

The district employs four school counselors with the following grade assignments:

- Grades K-3– 1 full-time school counselor
- Grades 4-6 – 1 full-time school counselor
- Grades 7-9 – 1 full-time school counselor
- Grades 10-12 – 1 full-time school counselor

The school counselors are implementing the Wisconsin Comprehensive School Counseling Model.

Some highlights of the counseling program are outlined as follows:

### Elementary

- Individual counseling
- Small-group counseling
- Classroom instruction
- Anti-bullying program
- Career on Wheels

### Intermediate

- Individual counseling
- Small-group counseling
- Classroom instruction

### Middle School

- Individual counseling
- Small-group counseling
- Career planning
- College preparation mentors (UW-Eau Claire)
- School-based mental health program
- Student/parent conferencing in Grade 8



## High School

- Individual counseling
- Small-group counseling
- Classroom instruction
- Development of the master schedule
- Scholarships

Counselors are also involved in the following;

- IEP (Individualized Education Program) for special education students
- RTI (Response to Intervention)
- PBIS (Positive Behavioral Interventions & Strategies)

The following will be accomplished for the ACP (Academic & Career Plan) initiative:\*

- Complete the district plan
- Board approval of the plan
- Publication of the plan on the district website

\*Based on Chapter PI 26

Anyone desiring more information on the school counseling program may contact the school counselors.

III. Participation Trends and Patterns and School District Support of Athletic, Extracurricular, and Recreational Activities

A. Athletics

The School District follows The Pupil Nondiscrimination Guidelines for Athletics, joint publication of the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association. As a result of these guidelines and current practice, programs meet the following basic criteria:

They are comparable in scope.

They are comparable in type.

Participation of males/females is representative of their enrollment in the district.

Middle School Athletics

<u>Male Athletics</u>	<u>Female Athletics</u>
Basketball	Basketball
Cross Country	Cross Country
Soccer	Soccer
Track	Track
Football	Volleyball
	Cheerleading*

\*Not an official WIAA sport.

High School Athletics

<u>Male Athletics</u>	<u>Female Athletics</u>
Basketball	Basketball
Cross Country	Cross Country
Hockey	Hockey*

Soccer (club)	Soccer (club)
Tennis	Tennis
Track	Track
Football	Volleyball
Baseball	Softball
Golf	Golf
Wrestling**	Dance**

\*Co-op with Eau Claire Memorial & Fall Creek

\*\*Co-op with Eau Claire Regis

The following comments were presented by the athletic director:

The Director is familiar with the DPI/WIAA guidelines for nondiscrimination and uses them as a resource.

Student participation is monitored on a regular basis.

Accommodations are made for individual students when necessary. Coaches are aware of individual student health concerns, and they have been trained in first aid and CPR.

Special Olympics is available through an Eau Claire organization.

The district equitably supports all athletic teams.

B. Other Activities

Summary of Intermediate School Activities

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec.Ed.</u>	<u>Total</u>
2015-16	144	130	8	6	274
2014-15	153	134	3	9	287
2013-14	120	117	2	7	237
Totals	417 (52.3%)	381 (47.7%)	13 (1.6%)	22 (2.8%)	798

Summary of High School Activities

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec. Ed.</u>	<u>Total</u>
2015-16	39	102	19	6	141
2014-15	23	46	12	2	69
2013-14	43	62	9	3	105
Totals	105 (33.3%)	210 (66.7%)	40 (12.7%)	11 (3.5%)	315

Findings: Intermediate School activities are balanced on a male/female basis.

Minority and special education students are participating in intermediate school activities.

High school activities are female dominated.

Minority and special education students are participating in high school activities.

#### IV. Trends and Patterns in Awarding Scholarships and Other Forms of Recognition and Achievement Provided or Administered by the District

##### A. Scholarships

###### Summary of Scholarships

<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Minority</u>	<u>Spec. Ed.</u>	<u>Total</u>
2016	18	49	6	3	67
2015	31	27	6	3	58
2014	29	42	1	2	71
2013	30	34	4	3	64
Totals	108 (41.5%)	152 (58.5%)	17 (6.5%)	11 (4.2%)	260

Findings: Scholarships are female dominated.

Minority and special education students are receiving scholarships.

## Summary of Specific Legal Requirements

The following is a summary of the district's current status regarding the requirements of Chapter PI 9, Wisconsin Administrative Code:

- PI 9.03 - Policies prohibiting discrimination against pupils.**

All policies are in place.

- PI 9.04 - Complaint procedure.**

The district has a complaint officer, and the complaint procedure is in place.

- PI 9.05 - Class 1 legal notice & printed materials.**

A Class 1 legal notice is published annually. Printed materials contain the nondiscrimination statement, except as noted on page 2 of this report.

- PI 9.06 - Evaluation, opportunity for input, opportunity to review the report.**

This report covers the three designated areas of nondiscrimination required by the Wisconsin Department of Public Instruction—counseling, athletics and other activities, scholarships and other awards.

A legal notice was published announcing the self evaluation and soliciting input from anyone in the school district.

A legal notice will be published after the school board approves the report indicating that anyone in the school district may review the report. A copy of PI 1198 will be sent to the Wisconsin Department of Public Instruction indicating that the self evaluation is complete.

## Recommendations

When various printed materials are prepared, be sure to include the nondiscrimination statement and the complaint procedure when needed.

**Legal Reference:**           **PI 9.05(2) & (3)**

Continue to monitor athletics and activities on an annual basis. Review data over at least a three-year period. Segregate data by male/female, minority, and special education. Watch for trends that may develop and take corrective action if necessary.

**Legal Reference:**           **PI 9.06(e)**

Continue to monitor scholarships and other awards on an annual basis. Review data over at least a three-year period. Segregate data by male/female, minority, and special education. Watch for trends that may develop and take corrective action if necessary.

**Legal Reference:**           **PI 9.06(f)**