

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Google Meet joining information

Video call link: <https://meet.google.com/qhw-dmdu-xgf>

Or dial: (US) +1 443-201-1788 PIN: 681 073 352#

Date: August 10, 2022

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Reiersen (C), Riske, and Krueger

In Attendance:

Timer: _____ **Recorder:** _____

1. Review of Policies and Administrative Guidelines (Information / Action)
 - a. PO 2416 - Student Privacy and Parental Access to Information and AG 2416 - Procedures for Inspection of Surveys Administered or Distributed to Students
 - b. PO 9130 - Public Requests Suggestions or Complaints and AG 9130A - Procedures for Inspection of Instructional Materials
2. Discussion of Wolf Pack Express (Information / Action)
3. Review PO5136 - Personal Communication Devices (Information / Action)
4. Review Fundraising Policies and Administrative Guideline (Information / Action)
 - a. PO5830 Student Fundraising
 - b. PO6605 and AG6605 Crowdfunding
 - c. PO9700.01 Advertising and Commercial Activities
5. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
6. Plan and Schedule Support Staff Job Satisfaction Committee for the 2022-23 School Year - KPI IV. Engagement & Satisfaction (Information / Action)
7. Set Next Meeting Date: October 4, 2022 at 5:00 p.m.
8. Next Meeting Items:
 - a. Mr. LaValle will be present to review Policy and Administrative Guideline Volume 31, No. 2 Updates (Information / Action)
 - b. Discuss Overall School Safety & School Resource Officer as it related to Board Policy or Administrative Guidelines (SRO) (Information / Action)
 - c. School Nurse References - Nurse/Paramedical (Information / Action)
 - d.
9. Adjourn



Book	Policy Manual
Section	2000 Program
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	Active
Adopted	October 17, 2016
Last Revised	March 15, 2021

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children.

Parents/guardians may request a change in or exemption to their child's participation in certain District educational programs or activities in accordance with State and Federal laws. These laws also grant parents/guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

A. The parent/guardian of a student may, upon request, opt their child out of participation in:

1. Instruction in human growth and development;
2. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
3. Any State-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.

B. The District shall provide to the parent/guardian of each affected student, or to the adult or emancipated student, advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent/guardian/adult student shall have, at a minimum, the right to opt out of participation in each such activity:

1. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or otherwise providing that information to others for that purpose.

2. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by State law.
3. Any survey that contains or reveals information concerning any of the following:
 - a. political affiliations or beliefs of the student or the student's parent/guardian;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating or demeaning behavior;
 - e. critical appraisals of other individuals with whom students have close family relationships;
 - f. legally recognized privileged or analogous relationships such as those of lawyers, physicals and ministers;
 - g. religious practices, affiliations or beliefs of the student or student's parent/guardian; or
 - h. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

If the District intends to require students to participate in any survey, analysis or evaluation that would reveal information concerning any of the eight (8) protected-information categories above, and if the activity in questions is funded in whole or in part by any program of the U.S. Department of Education, then the District shall first obtain the affirmative, written consent of a parent/guardian for the student's participation (or, for an adult student, the advance, affirmative consent of the adult student).

District staff shall take additional precautions to protect student privacy when engaging in any of the above-mentioned activities in accordance with established procedures.

C. Upon request to the District, the parent/guardian of a student may inspect:

1. Any instrument used in the collection of personal information from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
2. Any survey the District intends to administer or distribute to students that contains or that would reveal information in any of the eight (8) protected-information categories listed within this policy, above.
3. Any survey created by a third party (regardless of content) before the survey is administered or distributed by a school to a student.
4. Any instructional materials (exclusive of tests or assessments) used as part of the educational curriculum for the student, which shall be interpreted to include, for example, a. the curriculum and instructional materials used in any human growth and development instructional program; and b. the instructional materials used in connection with any survey, analysis or evaluation (including any research or experimentation program or project designed to explore new or unproven teaching methods) that is funded in whole or in part by any U.S. Department of Education program.

Parents/guardians shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or designee. Other parent/guardian requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable State or Federal requirements or guidelines. The principal or designee shall respond to such requests in a timely manner.

When whose parents request that their student not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose).

The District Administrator is directed to provide notice of the substantive content of this policy directly to parents of students enrolled in the District at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above is scheduled or expected to be scheduled.

The notice shall provide the following:

A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
2. the administration of any survey by a third party that contains one or more of the items described in A through H above

B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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Legal

20 U.S.C. 1232g, 20 U.S.C. 1232h

Last Modified by Sandy Cheney on April 1, 2021



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Active
Adopted	April 23, 2018
Last Revised	March 21, 2022

9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Matters Brought Forth Under This Policy

A. First Level

Generally, if the matter raised involves a staff member the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within ten (10) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board prior to making a final decision on the matter.

The Board's decision will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, reference works, and other instructional aids used in the District, the following procedure shall be followed:

- A. The criticism is to be addressed to the Curriculum Director, in writing, and shall include:
 1. author;
 2. title;
 3. the complainant's familiarity with the material objected to;
 4. sections objected to by page and item;
 5. reasons for objection.
- B. Upon receipt of the information, the Curriculum Director (or Curriculum Director designee if the Curriculum Director and District Administrator are one in the same) may, after advising the District Administrator of the complaint, and upon the District Administrator's approval, appoint a review committee, which shall comply with the open meetings law.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- E. The material in question may not be temporarily withdrawn from use pending final resolution of the matter.
- F. The committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the first meeting of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.
- G. The individual(s) may submit an appeal the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for review.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be based on written submissions, or only on the record produced by the Committee and/or District Administrator.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's

statement of its reasons for the removal.

Revised 4/23/18
Revised 11/19/18
Revised 7/22/19
Revised 4/27/20
Revised 3/15/21
Revised 6/21/21

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Legal 118.01, Wis. Stats.
 118.019, Wis. Stats.
 20 U.S.C. 1232h

Last Modified by Kayla Reichley on March 30, 2022



Book	Administrative Guideline Manual
Section	9000 Relations
Title	PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS
Code	ag9130A
Status	Active
Adopted	July 16, 2018

9130A - **PROCEDURES FOR INSPECTION OF INSTRUCTIONAL MATERIALS**

The following procedures should be used when a member of the public makes a request to inspect instructional materials used as part of the educational curriculum of a student.

A signed written request containing the following information should be completed and submitted to the Curriculum Director:

- A. Parent's Name
- B. Student's Name and Grade Level
- C. Home Address
- D. School of Attendance
- E. Course of Study
- F. Teacher's Name
- G. The Specific Materials to be Reviewed
- H. Parent Signature
- I. Date

Upon receipt of the written request, the Curriculum Director will contact the person making the request within ten (10) days to schedule an appointment for the person to come to the District to review and inspect the material as per the written request. If upon inspection and review, the person would like to file a complaint about the instructional

materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

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Last Modified by Kayla Reichley on September 10, 2019

WRITTEN CONSENT FOR STUDENT TO SUBMIT TO OR PARTICIPATE IN
A SURVEY, ANALYSIS, OR EVALUATION

NAME OF STUDENT _____

ADDRESS _____

GRADE/SCHOOL YEAR _____

BIRTHDATE OF STUDENT _____

PARENT'S NAME _____

PARENT'S ADDRESS _____

The enclosed Survey Analysis Evaluation is, not directly related to academic instruction and contains questions in the following areas:

- the political affiliations or beliefs of the student or his/her parents'
- mental or psychological problems of the student or his/her family
- sex behavior or attitudes
- illegal, anti-social, self-incriminating, or demeaning behavior
- critical appraisals of other individuals with whom respondents have close, family relationships
- legally-recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)
- religious practices, affiliations, or beliefs of the student or his/her parents.

I consent I do not consent

to the participation of my child.

Signature

Date

Manawa School District - Student Bus Registration

Parents/Guardians must complete this form in order for your child to be transported.

Whenever pick up or drop off points change, a new form must be submitted.

Please complete this form for EACH STUDENT EVEN IF THEY WILL NOT BE RIDING THE BUS.

To create efficient bus routes and to reduce the wasteful expense of "unused" busing, it is necessary to discern who will and who won't need bus transportation. If your student needs busing at a later time, he/she can be added to the bus route.

Allow three (3) business days for changes to the bus route to take effect. Changes may affect the pick-up and drop-off times of existing bus routes.

Please email the bus garage with any questions:

Jacob.Elsner@kobussen.com or Natasha.knapp@kobussen.com or Call (920) 389-1500

MANAWA ELEMENTARY SCHOOL

AM Pick up location:

PM Drop off location:

Medical or useful information about student:

Family 1 Information:

Family 2 Information

Emergency Contact:

Alternate Bus Stop:

Parents may designate no more than **ONE** alternate location for pick up and drop off.

IMPORTANT: Parent must provide a MONTHLY calendar to the Bus Driver.

Alternate bus stop physical address:

Alternate name:

Alternate phone number:

Manawa Middle/Little Wolf High School Library
YOUNG ADULT MATERIALS ACCESS PROCEDURE

MY CHILD IS OVER 16 YEARS OF AGE. (Proceed to the next step in the registration process)

Dear Parents and Students (under 16)

Our collection of books in the Manawa Middle/Little Wolf High School Library is current and full of variety. Due to the fact that our library serves grades six through twelve with students ranging from about 11 to 18 years old, we keep a wide range of books for all grade levels on a wide variety of topics. It is the job of the district librarian and staff to make sure we have reading materials to suit all of these differences. Public school libraries are required to have a library collection that is diverse and inclusive, and we particularly strive to ensure that all students in the School District of Manawa can see themselves reflected on our library shelves; as well as experience the world beyond our district through reading materials. Another way to think about our school library collection is that it is about voice and choice with mirrors, windows and doors.

Not every book will be right for every student; but we will have books for every student. **Some of these books cover topics that are mature in nature including, but not limited to: language, sex, violence, drug or alcohol usage and may not be appropriate for all age levels.** Many times if a student checks out a book that they aren't ready for or that isn't a good fit, they will self-monitor and exchange it for something else. To help with this matter, our library places YA stickers on young adult books (those that are recommended for grades 9 and up.) Parents of students under the age of 16 have three options when registering their child(ren) regarding their child's access to young adult books in the Manawa Middle/Little Wolf High School Library. Please read each option carefully and then select the one that you feel is appropriate for your child.

Option 1: NO YOUNG ADULT BOOKS

Parents selecting this option are saying that their child may **not** check out any books with a YA label at any time during the school year that they are under the age of 16.

Option 2: PRIOR PARENT APPROVAL FOR YOUNG ADULT BOOKS

Parents selecting this option are asking to receive a permission slip for each YA labeled book that their child wishes to check out. This parent permission slip would need to be returned signed and approved before their child would be allowed to check out the requested young adult book.

Option 3: ANY BOOK IN THE LIBRARY

Parents selecting this option are saying that they are okay with their child checking out **any** book from the library, including those labeled as YA.

Our library works hard to meet the needs of all our readers! Children mature at different rates and have different backgrounds and interests. The Manawa Middle/Little Wolf High School Library follows the selection policy outlined in board policy 2522.

We respect (and count on) your right as parents and guardians to help your own child choose reading materials, and we ask that you respect the rights of other parents to do the same. If your child is reading a book that doesn't work for them, send it back to the library, and we will help your student find a better fit. Though it may not be the right fit for your child right now, it may be the perfect fit for another child. Our school library will continue to have a diverse and inclusive collection to satisfy all of our middle and high school readers. Our goal is to help everyone develop a love of reading. If we can ever be of help in recommending titles to your student or your family, please reach out and we will be happy to help.

NOTE: Students must have submitted this form prior to checking out any Young Adult books from the Manawa Middle/Little Wolf High School Library.

Mrs. Jennifer Krueger
District Library Media Specialist

Staff must be apprised of any changes in a student's health status, medical orders, medications and any changes in the student's health care provider. New forms are required annually if the health condition and/or need for medication persists. If a condition or need for medication no longer exists, the parent/guardian is required to provide documentation and/or physician signature to that effect.

NAME

DATE OF BIRTH

STUDENT'S AGE

STUDENT'S GRADE

SCHOOL ATTENDING:

HEALTH CONDITIONS

TYPE OF HEALTH CONDITION

MEDICATIONS

I understand I must contact the school if there are any changes in health conditions, prescription medications, and/or over-the-counter medications. I further understand applicable forms may be required as well as the signature of my child's physician. Applicable forms are available at the Manawa School District website. <https://www.manawaschools.org/programs/health.cfm>

PHYSICIAN INFORMATION:

NAME

PHONE NUMBER

MEDICAL FACILITY

ADDITIONAL INFORMATION:

Military Questionnaire

The Department of Public Instruction has mandated that beginning with the 2018-19 school year, public schools must collect data regarding students with a parent/guardian who is a member of the armed forces on active duty, serves full-time National Guard duty, or is a traditional member of the National Guard or Reserve.

Please respond to the following questions:

Is either parent or guardian on active duty in the military?

Is either parent or guardian a traditional member of the Guard or Reserve?

Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?

SCHOOL DISTRICT OF MANAWA PARKING PERMIT

Make and Model of Car

Year of Vehicle

Color of Vehicle

License Plate Number

Car is Registered to whom

Any student parking a vehicle in the Little Wolf High School **STUDENT** parking lot must have a parking permit displayed in the vehicle as instructed by the office. This must be visible (hung on the rear view mirror) for the staff monitoring the parking lot to see. Parking permits are \$10.00 for a full year or \$5.00 for a half year. Parking fines are \$10.00 each time your vehicle does not have a permit displayed for staff and/or police to see.

Random parking lot checks are made throughout the year. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.

Students are not allowed to park in the front of the building or in the other designated staff parking areas. If a student needs to park in the handicapped zones, please contact the office for arrangements. Students participating in sports are also to park their vehicles in the **STUDENT PARKING LOT**, not in front of the building.

Permission/Consent Form

Field Trip

I hereby give permission for my child to attend any scheduled field trip either in the District or out of the District. It is my understanding that my child's teacher will notify me in advance of any upcoming field trip. If I decide that I do not want my child to attend the scheduled field trip, I can notify the teacher in writing or by a telephone call at least twenty-four (24) hours prior to the scheduled trip so other arrangements can be made for my child to attend his/her regularly scheduled classes.

Fundraising

I hereby give permission for my child to participate in fundraising activities. Per Board Policy 5830, any students under the age of twelve (12) who are participating in a fundraising activity must have parental permission to participate in the fundraising activity.

Animal, Allergy, and Phobia

I hereby give permission for my child to participate in animal visits/exposure. Please provide additional information in the comment section below if needed. Throughout the year, students of the School District of Manawa enjoy the opportunity of bringing animals to school or may work with animals as part of courses of study. Your input will help in determining whether or not animal visitations can be approved.

Comments:

Emergency Treatment

In the event of a medical emergency, during my absence, I hereby give consent for treatment, administration of anesthesia, and surgical intervention for my child as deemed necessary by the attending physician. This consent is extended to the physician, nursing staff and hospital and will remain in effect until revoked in writing. The parent's recommendation will be respected as far as possible. I understand that in the final disposition of an emergency, the judgment of school authorities and medical staff will prevail. Anytime the student's information changes, I will notify the school. Completed information is to be confidentially shared with school staff as medically indicated.

Agreement below gives consent as stated above.

Permission for emergency treatment:

Student/Parent/Guardian Handbook, Co-Curricular Code of Conduct Acknowledgement

I have been given the opportunity to view and/or obtain any of the above information for review. My child (ren) and I have read and understand the information contained in each section. My agreement below acknowledges that we agree to follow the rules and guidelines within the Student/Parent/Guardian Handbook, including Co-Curricular Code of Conduct. I am aware that the Handbook and Code of Conduct are available on the School District of Manawa website, in each student's offline Google Drive folder and available in paper form at each building.

I acknowledge I have had the opportunity to view and/or obtain information:

GENERAL

- I understand technology is a tool to help me learn.
- I understand there is no expectation of privacy while on school property or using school-owned devices.
- Teachers and staff are here to help me learn with technology. I will ask for help from the library staff, technology staff, and teachers.

COMMUNICATION

- I will be respectful to staff and students while online. This includes email, social media, Google Classroom, or any other digital messaging platform.
- I will communicate with others when it is appropriate and not a distraction in class.
- I understand cyberbullying, flaming and inflammatory language is not acceptable.

DIGITAL HEALTH & SECURITY

- Sitting in uncomfortable positions for long times can be unhealthy. I will try to take care of myself while using technology.
- The Internet, including games and social media, has shown to be addictive. I will try to take care of myself while using technology.
- Criminals may attempt to get passwords or other information using "Phishing" email attacks. I will treat suspicious emails with caution.

DIGITAL LAW

- I understand downloading copyrighted music or software is illegal and is not acceptable.
- Using online resources without citing sources is illegal. I will cite pictures and other content found online. (See any teacher for more info.)
- Trying to bypass GoGuardian, firewalls, or web filters is dangerous and illegal. I will not attempt to get around these protections.
- I understand sending nude or semi-nude photos is not acceptable and illegal.
- I will inform an adult if I learn something illegal has occurred.

MOBILE PHONES (WIRELESS COMMUNICATION DEVICES)

- I understand phones are allowed before and after school, during lunch breaks and between classes.
- I will only use phones during class if the teacher approves it. Otherwise, they may be a distraction and I will have the phone put away.
- I will respect other people while using phones. This includes not recording or photographing people without their permission.
- I will not take pictures where people can expect privacy such as a bathroom or locker room.

CHROMEBOOKS

- I understand my assigned Chromebook is the property of the School District of Manawa.
- I will only log in to my Chromebook using my @manawaschools.org accounts. I will never share passwords with other students.
- I will be prepared to use technology every day. This includes bringing my Chromebook fully charged to the school. I will have earbuds or headphones. My charger will be available if needed.
- Games, music and videos are acceptable if my teacher approves it. Otherwise, they are distractions and I will avoid using them in class.
- I will be gentle with my Chromebook. This means I will carry it with both hands by the base of the device. I will not carry Chromebooks by the screen.
- I will not purposefully damage my Chromebook. This includes gouging, removing labels, prying keys off or otherwise defacing the device.
- I understand Chromebook screens can easily break while stored in my backpack. I will not place heavy objects on the device.
- I will avoid having food and drinks near the Chromebooks.
- I will be careful storing my Chromebook near pets.

SOCIAL MEDIA

- I understand that my activities on social media, inside and outside of school, affect my digital footprint. Activities posted online may lead to disciplinary actions in school.
- I will not share photos of other staff or students on social media without their permission.

CHROMEBOOK REPAIR CHARGES

I will have my Chromebook repaired as soon as I realize it is damaged. Chromebooks are repaired by taking them to the library. Repair charges are described below and are subject to change.

Total replacement - \$200

Screen - \$30

Keyboard/Touchpad, Power Cord, Screen Bezel, Top or Bottom Case - \$25

CONSEQUENCES

I am expected to abide by these rules and the student code of conduct described in the student/parent handbook. Failure to follow these rules may result in reduced access to technology.

Sources

- ""Center for Internet Addiction - Educaiton and Treatment." NetAddiction, netaddiction.com/.
- Ribble, Mike. Digital Citizenship in Schools. International Society for Technology in Education/ISTE, 2011



Book	Policy Manual
Section	5000 Students
Title	PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	Active
Adopted	June 20, 2016
Last Revised	April 25, 2022

5136 - **PERSONAL COMMUNICATION DEVICES**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent by an authorized adult is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and

may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Revised 8/20/18

T.C. 4/25/22

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Book	Policy Manual
Section	5000 Students
Title	STUDENT FUNDRAISING
Code	po5830
Status	Active
Adopted	October 1, 2015
Last Revised	March 15, 2021

5830 - **STUDENT FUNDRAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led Fundraising for School-Related Organizations

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food and/or beverage items that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale to students of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Principal.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District's student activity funds management policy and procedures.

Fundraising off school grounds may be permitted by the District Administrator.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity involves students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fundraising shall be done in accordance with Board Policy 9700.

Revised 6/19/17

Revised 12/18/17

Revised 11/18/19

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Legal

Wis. Stat. 103.23

Last Modified by Sandy Cheney on April 1, 2021



Book	Policy Manual
Section	6000 Finances
Title	CROWDFUNDING
Code	po6605
Status	Active
Adopted	December 18, 2017
Last Revised	March 15, 2021

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Board upon the recommendation of the District Administrator.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Cash or equivalent payment to District-personnel is prohibited. All fiscal transactions shall comply with appropriate Board policies.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

Revised 4/27/20

Last Modified by Sandy Cheney on April 1, 2021



Book	Administrative Guideline Manual
Section	6000 Finances
Title	CROWDFUNDING
Code	ag6605
Status	Active
Adopted	January 21, 2019
Last Revised	April 25, 2022

6605 - **CROWDFUNDING**

The following procedures must be complied with for all crowdfunding campaigns that are conducted or overseen by the Board's employees for activities that relate to, or are undertaken as, a part of their job assignments. These procedures do not apply to crowdfunding campaigns that a staff member may pursue for non-District related activities, in which case the employee's affiliation with the District may not be referenced and District resources, including but not limited to facilities, technology, or communication networks may not be used. Staff members are prohibited from using the District's or School's name, logo, mascot, or any identifying features/name which would associate an activity with the District, unless the staff member fully complies with the procedures outlined below. District employees acting as private individuals shall not represent themselves as agents of the District.

The District Administrator shall pre-approve any crowdfunding website or service that a staff member intends to use for a District-affiliated crowdfunding campaign. Such websites must contain terms and conditions that are acceptable to the Board and consistent with Board policy and applicable laws and regulations. In determining whether to approve a specific crowdfunding service, the District Administrator shall take into consideration whether the website specializes in or has special expertise or experience in managing crowdfunding campaigns involving educational institutions. The District Administrator should also consider the amount of fees charged by the service to host/run the crowdfunding campaign, including any penalties associated with the failure of the campaign to reach its established target. For services that have 501(c)(3) designation, the underlying organization must affirm that it files all appropriate reports, including required registrations, with applicable governmental entities in states where donors reside. Staff members may only use websites/services that send the donated funds and/or purchased items directly to the District/School, and not the staff member.

An approved crowdfunding site/service shall:

- A. prohibit cash or equivalent payments to District personnel;
- B. protect the privacy of students in accordance with State and Federal law and Board policy;
- C. provide individual unit/item cost and inventory reporting on the materials and supplies shipped to the District;

- D. track the shipment and delivery of materials to verified public schools with notification to the Principal;
- E. require the materials and supplies to become the property of the District or school, in accordance with Board policy;
- F. require the subsequent documentation of the project's educational benefit; and
- G. provide dedicated reporting for District officials regarding the funds raised by, and the materials delivered to, verified public schools.

Applications & Pre-Approval of Content

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit and obtain approval of an application to the Board of Education that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered. Crowdfunding may not be used to support District employee salaries, benefits, stipends, or bonuses.
- B. A copy of any narratives that will be submitted as testimonials or in order to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, or its staff and students. When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or need. Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with State and Federal student records laws.

As such, in order for students' names and/or images to be utilized (which is discouraged), the staff member must obtain written authorization from the students' parents/guardians. Such authorization must be included with the application.

- C. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- D. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.
- E. All postings - including any photos and information contained in the narratives - must comply with applicable State and Federal student privacy laws, including the FERPA and IDEIA.
- F. Postings may not include identifiable student images; staff should limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands).
- G. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Business Office to be deposited in a specially designated account for the principal of the school that will benefit from the funds/items.
- H. Staff shall confirm that sought after technology resources align with the District/school's technology plan and requirements.
- I. A description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift. Students may not participate in the creation/production of rewards, perks or thank you gifts during the school day.
- J. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The Board of Education will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting (1) will not create any legal liabilities, (2) complies with Board policy and guidelines, and (3) does not violate State and Federal laws and regulations. The Board should pay particular

attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If the Board identifies an issue that may have legal implications, they are to notify the District Administrator so that the District's legal counsel may be consulted prior to rendering a decision on the proposal or posting.

The Board shall have final decision-making authority on granting permission for a crowdfunding proposal or posting.

Once the project and its materials are approved, the posting may be submitted to the crowdfunding site and the campaign commenced.

Staff members may use District Technology Resources to carry out approved crowdfunding activities.

Unless required by the Fair Labor Standards Act, staff members are not entitled to additional compensation for their work on crowdfunding campaigns.

Campaigns will be limited in duration, as set forth in the application.

When the project is approved, the staff member/sponsor will provide the District Administrator with any information needed for the District to receive donated funds directly from the crowdfunding site. The staff member is responsible for verifying that the crowdfunding site is a charitable organization (i.e., a 501(c)(3) entity) so that contributions to it are tax-deductible to the donors. If the entity selected is not a 501(c)(3) organization, the staff member must include in the posting a clear statement that donations to the fundraising project are not guaranteed to be tax-deductible and that donors should take individual action, including consulting with a tax professional, to determine their tax obligations and/or consequences of their donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

The staff member is responsible for then making sure any awards, and/or appropriate recognition are sent to the appropriate donors.

Once the funds or supplies/equipment purchased by the crowdfunding site with the proceeds of the campaign are received, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the Principal, is responsible for making sure any funds received are used for the express purpose for which they were raised; the employee must submit to the Principal documentation of any expenditures of the funds, including any purchases made with those funds. Such documentation must be submitted within one (1) week of the expenditure. All funds raised and materials donated are considered the property of the District and shall remain in the District in the event the staff member who ran the crowdfunding campaign terminates his/her employment with the District.

A staff member who violates the crowdfunding policy/guideline is subject to disciplinary action.

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Last Modified by Brenna Sparger on May 3, 2022



Book	Policy Manual
Section	9000 Relations
Title	ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	Active
Adopted	November 21, 2016
Last Revised	March 15, 2021

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes.

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. Product Sales:

fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel Seventeen or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the District Administrator.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement shall be consistent with the District's educational standards and goals.
- B. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, or gambling aids.
- C. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- D. No advertisement may contain libelous material.
- E. No advertisement that would may create a substantial disruption in the school environment or inhibit the functioning of any school may be approved.
- F. No advertisement shall be false, misleading or deceptive.
- G. Each advertisement must be reviewed in advance for age appropriateness.
- H. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- I. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- J. Students shall not be required to advertise a product, service, company or industry.

K. Advertising will not be permitted on the outside or the inside of school buses.

L. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

M. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Accounting

Advertising revenues must be properly reported and accounted for based upon District policy.

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