

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

**Google Meet joining information**  
Video call link: <https://meet.google.com/ofr-fcjt-fpt>  
Or dial: (US) +1 408-831-2269 PIN: 762 508 572#

**Date: October 4 , 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 and Consider Endorsement of NEOLA Update Volume 31, No. 2 Updates - Steve LaVallee (Information / Action)
2. Consider Endorsement of Revised PO2416 - Student Privacy and Parental Access to Information as Presented (Information / Action)
3. Consider Endorsement of Revised AG2416 - Procedures for Inspection of Survey, Administered or Distributed to Students as Presented (Information / Action)
4. Consider Endorsement of Revised PO5136 - Personal Communication Devices as Presented (Information / Action)
5. Consider Endorsement of Revised PO5830 - Student Fundraising as Presented (Information / Action)
6. Consider Endorsement of Fundraising Request Form (Google Form) as Presented (Information / Action)
7. Confirmation of Required Website Information is Complete (Information)
8. Confirmation of Required Posting and Notices are Complete (Information)
9. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01. (Information)
10. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
11. Set Next Meeting Dates:
  - a. October 10, 2022 at 3:30 p.m. with Support Staff
  - b.
12. Next Meeting Items:
  - a. School Nurse References - Nurse/Paramedical (Information / Action)
  - b.
13. Adjourn



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Maintenance of Effort and Maintenance of Equity
Code	06
Status	

With the provision of COVID-19 relief funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act (ARP) comes certain fiscal requirements that States and districts must follow, including maintenance of effort (MOE) and maintenance of equity (MOEquity).

### **Maintenance of Effort (State test)**

Maintenance of effort provisions are attached to all rounds of Elementary and Secondary School Emergency Relief (ESSER) funds and Governor's Emergency Education Relief (GEER) funds but only apply at the State level. Districts are not required to meet maintenance of effort requirements for COVID-19 relief funds.

States must maintain financial support for both elementary, secondary, and higher education for a certain number of fiscal years in exchange for receiving COVID-19 relief funds. What makes it most challenging is that the MOE requirement differs slightly between the CARES Act and CRRSAA and ARP. The key difference between the two (2) MOE requirements is the MOE baseline level, with the CARES Act requiring a dollar amount for the baseline and CRRSAA and ARP using a percentage of total State spending for the baseline.

Under the CARES Act, States must maintain support in fiscal years (FYs) 2020 and 2021 at least at the average State level of support for FYs 2017, 2018, and 2019. While under CRRSAA and ARP, States must maintain support at least at the proportional level of the State's support relative to the State's overall spending, averaged over FYs 2017, 2018, and 2019. States are required to meet the CRRSAA/ARP MOE requirement for FYs 2022 and 2023.

States are required to submit financial data to the U.S. Department of Education (ED) by established dates in order to demonstrate compliance. States may be granted MOE waivers under certain circumstances.

### **Maintenance of Equity (State and Local Test)**

ARP established a completely new fiscal test that applies to both State and district level in exchange for receiving ARP-ESSER funds – maintenance of equity. MOEquity is intended to ensure that States and districts do not disproportionately reduce State and local support for schools serving high populations of underserved students in upcoming fiscal years.

States may not disproportionately reduce per-pupil State funding to high-need LEAs or reduce per-pupil State funding to the highest poverty districts below their FY 2019 level. In addition, districts may not disproportionately reduce State and local per-pupil funding in high-poverty schools or reduce the number of full-time equivalent staff per-pupil in high-poverty schools. Both States and districts must maintain equity in State and local support for FYs 2022 and 2023.

Certain LEAs are exempted from meeting the MOEquity requirement, including LEAs that have a total enrollment of less than 1,000 students, operate a single school, serve all students within each grade span with a single school, or demonstrate an exceptional or uncontrollable circumstance, as determined and approved by the Secretary of Education.

ED has determined that for FYs 2022 and 2023 MOEquity calculations, LEAs that certify that they did not and will not implement a reduction in State and local per-pupil funding for the given fiscal years are excepted from MOEquity requirements. LEAs that fall under this exemption are required to submit a certification to their SEA, which will notify ED. [The certification can be found in ED's MOEquity guidance here.](#) In addition, ED recently published a proposed rule on

maintenance of equity, which establishes timelines for SEAs and ED to publicly report data related to MOEquity compliance. [The proposed rule on maintenance of equity is available here.](#)

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Overview & Comments
Code	01 - Information & Comments - Vol. 31, No. 2
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 31, Number 2**

**July 2022**

## **Notice Regarding Legal Accuracy**

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

## **Annual Supplemental Materials**

### List of Annual Notices and Postings

The enclosed List of Annual Notices and Postings is revised for the 2022-23 school year. District Administrators are reminded to carefully review this list for appropriate publication of notices required by law, regulation, or policy.

### Checklist of Required Website Information

The enclosed list of required information for District websites has been revised for the 2022-23 school year to include additional website items required by law.

### Student Handbook

The enclosed Student Handbook has been revised for the 2022-23 school year for compliance with policies and the law. This document is being provided with track changes so the revisions from last year are easily identified.

## **Legal Alerts**

### **1. ADA Coordinator Designation**

Recent correspondence from the United States Dept. of Justice has reminded public entities that provisions of Title II of the Americans with Disabilities Act (ADA) require public entities with 50 or more employees to designate at least one responsible



employee to coordinate its ADA compliance, usually referred to as the "ADA Coordinator".

Please note that Neola policies 2260.01, 1623, 3123, and 4123 contain provisions for the designation of ADA Coordinators in conjunction with the designation of the district Compliance Officers for those policies. Thus, current Neola policies are in compliance with the Title II regulations.

Included with this update are additional legal alerts to provide information relating to the following topics:

## **2. *Maintenance of Effort and Maintenance of Equity***

## **3. *Closed Captioning of Video Recordings on District Website***

### **Bylaws and Policies**

#### **Policy 0100 - Definitions (Revised)**

Further clarification has been added to the definition of "administrator" by indicating they are employed with an administrator contract. In addition, further explanation for the definition of "school official" is provided by including the previous drafting note information in the definition.

These revisions are recommended but not required.

#### **Policy 0161 - Parliamentary Authority (Revised)**

The policy and drafting note has been revised to clarify the appointment of a parliamentarian during a Board meeting if there is a challenge to parliamentary procedure. The options provide greater flexibility for the Board.

This revision is recommended, but not required.

#### **Policy 1213/3213/4213 – Student Supervision and Welfare (Revised)**

The policy is revised to account for staff posting photos of students who are their own children or relatives on social media as an exception to the general prohibition of posting photos of students. The revision applies both to direct connections on social media (i.e. friends/followers) as well as to posting content involving students.

The revision is recommended.

#### **Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised)**

These policies are revised to add clarification to the reference to "minor traffic offenses". It should be noted the policy does not require the imposition of discipline or penalty for every violation reported but is designed to require reporting by the employee so that administration is in a position to assess the matter.

The revision is recommended.

#### **Policy 2260.02 - Services for Bilingual Students/English Learners (Revised)**

This policy has been revised to reflect state statutes and administrative code, use updated terminology as well as recommendations from professionals in the field.

These revisions are recommended but not required.

#### **Policy 2414 - Human Growth and Development (Revised)**

Prior modifications to this policy have prompted questions as to the rationale behind deleting certain options from the previous template's listing of "recommended" topics as outlined in s.118.019(2), Wis. Stat. The deletions were made because those topics were deleted from the listing of "recommended" topics in the statute. Although those topics (e.g. contraception) were deleted from the statute, their deletion does not suggest they have been outlawed from consideration. Thus, to avoid confusion, those topics have now been added as additional options with an explanatory drafting note. In addition, the description of the Citizens Advisory Committee has been revised to provide greater clarity.

These revisions are recommended but not required.

**Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)**

This policy is revised to clarify the procedures when the cost of an IEE is in excess of the district's maximum allowable cost in order to align with current legal standards.

This revision is required for legal compliance.

**Policy 2522 - ( ) Library Media Centers ( ) Instructional Material ( ) Libraries (Revised)**

This policy is revised to reflect the process for requests relative to materials available in the District's library that are not part of the District's classroom instructional materials. The process for communicating with the Board regarding classroom instructional materials is covered in Policy 9130 - Public Requests, Suggestions, or Complaints. The revisions to this policy separate the review process for different types of materials available for students. This policy provides options for the procedures including the option for the Board to delegate the responsibility to the District Administrator to develop procedures through guidelines, or for the Board to implement procedures itself. Note that the more extensive process option will require adherence to open meetings law mandates and should be carefully considered before selecting.

The revisions are recommended.

**Policy 2700.01 - School Performance and State Accountability Report Cards (Revised)**

This policy is revised to reflect statutory language.

The revision is recommended for statutory compliance.

**Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised)**

Policy 3120.04 is revised to reflect the distinction between regular employed teachers hired to serve as substitute teachers on a permanent basis.

Both policies have been revised to clarify the reasonable assurances process for unemployment compensation purposes.

These revisions are recommended.

**Policy 3425/4425 - Benefits (Revised)**

AG 1421/AG 3421/AG 4421 regarding COBRA rights has been deleted. As such, a reference has been added to the Benefits policy to acknowledge potential continuation rights.

This revision is recommended.

**Policy 5113 - Open Enrollment Program (Inter-District) (Revised)**

This policy has been reorganized to make it easier for District's to use when evaluating open enrollment applications and to include clarification regarding preferential processing of applications for siblings of any student selected in the random selection process, provided that there is space in the sibling's grade level.

Adoption of the revision is recommended.

**Policy 5340 - Student Accidents/Illness/Concussion (Revised)**

The policy has been revised to reference sudden cardiac arrest notification requirements added into law by 2021 Wisconsin Act 210 as identified in 118.2935, Wis. Stats. The law requires that the Department of Public Instruction, in coordination with WIAA and two pediatric cardiologists (one at the Medical College of Wisconsin and the University of Wisconsin) develop information on sudden cardiac arrest. The information is to be included in the notifications concerning concussions prior to student athletic participation. The requirement is effective for sports beginning four (4) months after passage, which was March 30, 2022. The Department of Public Instruction has not yet released the required communication; however, information is available from the WIAA: [Sudden Cardiac Arrest | Health | Wisconsin Interscholastic Athletic Association \(wiaawi.org\)](#); [A Fact Sheet for Parents \(wiaawi.org\)](#).

Revision of this policy is recommended to be compliant with state law. The inclusion of information on sudden cardiac arrest is required for any sport beginning after July 31, 2022.

**118.2935 Sudden cardiac arrest; youth athletic activities.**

(1) In this section, "youth athletic activity" has the meaning given in s. 118.293 (1) (c).



(2) In consultation with the Wisconsin Interscholastic Athletic Association and at least 2 pediatric cardiologists, one of whom is employed by the Medical College of Wisconsin and one of whom is employed by the University of Wisconsin-Madison Medical School, the department shall develop information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities. The department shall include in the information developed under this subsection at least all of the following:

(a) Information about the risks associated with continuing to participate in a youth athletic activity after experiencing one or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.

(b) Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing.

(c) Information about how to request, from a pupil's health care provider, the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity, at a cost to be incurred by the pupil's parent or guardian.

(3m) At the beginning of a season for a youth athletic activity offered to persons who are 12 years of age or older, the person operating the youth athletic activity shall ensure that the information developed under sub. (2) is included in the information sheet required to be distributed under s. 118.293 (3) (a).

(4) This section does not create any liability for, or a cause of action against, any person.

(5) This section does not apply after June 30, 2032.

### **Policy 5517.01 - Bullying (Revised)**

This policy has been revised to reflect the Wisconsin statutory provisions. Further, the requirement for an annual bullying report has been made optional, as it is not required by State law, but was part of the Department of Public Instruction's model policy. If this report is not completed annually the language should not be included in the Board policy.

### **Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)**

This policy is revised to add options regarding the storage of and access to video footage. In addition, a note is added regarding the creation of an access log that all districts should review along with this revision. The policy language refers to a log that documents access to video footage, which has been revised into an option. If the maintenance of a log is in policy, then it is important that it be maintained. This is best practice, but need not be in policy as a requirement.

In addition, language regarding audio recording is made optional.

However, if audio surveillance is enabled, districts should be aware of potential legal considerations that should be evaluated before doing so. Specifically, Wisconsin requires the consent of at least one party in a communication in order to create an audio recording of the conversation. Whether notice that persons present in the school will be recorded, including audio recordings, is sufficient to constitute consent is not a clearly settled area of law. Courts have found that jail telephone notice of audio recordings is sufficient to constitute consent to the recording, but such analysis has not been expressly extended to audio recording in a school where notice of surveillance is given and none of the surveillance occurs in locations where a reasonable expectation of privacy is present (e.g. bathrooms, locker rooms, etc.).

Review of the policy is recommended.

### **Policy 8146 - Notification of Educational Options (Revised)**

This policy has been revised to include the new 2021 Act 83 requirements regarding a Class 1 notice of the educational options available to children who reside in the district as well as the district's and each school's most recent report card performance category.

The revision is recommended for statutory compliance.

#### 2021 WISCONSIN ACT 83

An Act to amend 115.385 (4) and 118.57 (1) of the statutes; relating to: providing information about educational options offered in a school district.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

Section 1 . 115.385 (4) of the statutes is amended to read:

115.385 (4) Annually, each public school, including a charter school, and each private school participating in a parental choice program under s. 118.60 or 119.23 shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter

schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection. Section 2 . 118.57 (1) of the statutes is amended to read:

118.57 (1) Annually, by January 31, each school board shall publish as a class 1 notice, under ch. 985, and post on its Internet site a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. A school board that does not operate high school grades is not required to include an educational option offered only to high school pupils in a description of educational options under this subsection.

**Policy 8740 - Protection of District Funds (Revised)**

This policy has been revised to reflect that while few school districts, if any, require surety bonding, most have the same protections for the District through various standard insurance policies. Similarly, the policy name has been changed to more accurately reflect the contents of the policy and practice among districts.

If this is a current district policy, Neola recommends that you review it to make sure you do in fact have bonding, or alternatively, revise the policy as provided here.

Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	LEGAL ALERT: Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a Corporation's website in order to comply with the ADA and Section 504
Code	07
Status	

## Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a Corporation's website in order to comply with the ADA and Section 504

### LEGAL ALERT

**To:** Neola Clients

**From:** Neola, Inc.

**Re:** Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a district's website in order to comply with the ADA and Section 504

**Date:** February 2022

Districts livestreaming or uploading recorded videos via YouTube or hosting videos should be aware of the accessibility requirements of Title II of the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act. While 100% caption accuracy is not required by Federal statute, districts that have adopted policy 7540.02 must strive to be close to 100% accuracy in order to remain consistent with the Web Content Accessibility Guidance ("WCAG") 2.0 Level AA requirements referenced within the policy.

With the onset of the Covid-19 pandemic in the spring of 2020, many Wisconsin school districts availed themselves of the ability to conduct public board meetings remotely, via various video conferencing apps and platforms. Many districts still livestream in-person meetings for the public and make recordings of meetings that members of the public may access at a later time. Districts are not required to livestream, record, or otherwise provide for public access to meetings via remote technology options; however, Districts that choose to livestream and/or upload recordings of Board meetings should be aware of the accessibility requirements and implications of doing so.

Title II of the ADA, as well as Section 504, requires state and local governments to communicate effectively with individuals who have communication impairments (i.e., individuals with hearing and/or vision impairments). Neola template policy 7540.02 – *Web Accessibility, Content, Apps, and Services* seeks to address this requirement by outlining best practices aimed at ensuring school districts' websites are accessible and their digital content complies with all Federal requirements.

Template policy 7540.02 specifies that adopting districts will reference the WCAG 2.0, Level AA standards, a widely-accepted set of universal guidelines for web accessibility.<sup>1</sup> Guidelines 1.2.2 (recorded video) and 1.2.4 (live video) require captioning, either open or closed, for all video content in order to maintain WCAG 2.0 Level AA standards.<sup>2</sup> Under the WCAG 2.0 guidelines, the 'caption' should include all of the dialogue (either verbatim or in essence) as well as all important sounds.<sup>3</sup> However, the

guidelines do provide some latitude and recognize that verbatim captioning may not be realistic in certain situations – such as in periods of fast dialogue or with multiple, competing speakers, when a viewer may be better served by a written synopsis.<sup>4</sup>

Many districts use YouTube, the ubiquitous video-sharing platform, both to stream live video of Board meetings and host uploaded recordings of meetings. YouTube offers built-in voice recognition software theoretically capable of automatically generating closed captions for both uploaded and live-streamed videos.<sup>5</sup> However, in practice, YouTube’s automatically-generated captions may fall short of 100% accuracy by occasionally miscaptioning certain words or phrases.

Neither the Federal statutes nor WCAG 2.0 demand 100% accuracy and completeness of captioning to be effective and in compliance. Importantly, a stated purpose of template policy 7540.02 is “... ensuring persons with disabilities are able to **acquire the same information**, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, **with substantially equivalent ease of use**” (emphasis added). As long as captions capture the “essence” of a video’s dialogue, the captions are compliant. However, this is a fairly subjective standard. To ensure the clarity of video captioning, districts should audit videos uploaded to YouTube and review the auto-generated captions, in accordance with division (C)(4) of policy 7540.02. If captions are unclear or mistaken, YouTube allows users to make manual edits to auto-generated captions.<sup>6</sup>

The task of compliance with template policy 7540.02, and in turn, the Federal accessibility provisions of the ADA and Section 504 is much more daunting for districts that host their own videos. Districts hosting native videos on a district website (without being uploaded to YouTube or another video-sharing platform) must ensure that such videos are captioned by other means to remain in compliance.

<sup>1</sup>Complete WCAG 2.0 guidelines available at: <https://www.w3.org/TR/WCAG20/>. Guidelines are split into enumerated topics; with each topic having specific success or failure criteria.

<sup>2</sup>See: [How to Meet WCAG \(Quickref Reference\) \(w3.org\)](#); <https://www.w3.org/WAI/WCAG21/Understanding/captions-live.html>

<sup>3</sup><https://www.w3.org/WAI/WCAG21/Techniques/failures/F8.html>

<sup>4</sup>*Id.*

<sup>5</sup>See: <https://support.google.com/youtube/answer/6373554?hl=en>

<sup>6</sup>See: [Edit or remove captions - YouTube Help \(google.com\)](#)

***This legal alert is intended as general information and not legal advice. No attorney-client relationship exists.***

Last Modified by Steve LaVallee on August 29, 2022



Book	Administrative Guideline Manual
Section	For Board Review - AG - Vol. 31, No. 2
Title	Overview & Comments
Code	01
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 31, Number 2**

**July 2022**

### **Notice Regarding Legal Accuracy**

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Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

## **ADMINISTRATIVE GUIDELINES**

### **AG 2522 - Student Use of Library/Media Centers (Revised)**

The language that was added to Policy 2522 regarding reconsideration of library materials and selection criteria is included as an option in the administrative guideline for those districts that prefer the language as part of a guideline rather than the policy.

### **AG 3170/4170 - Substance Abuse (Delete)**

The guidelines have been deleted as the policy was also deleted in a previous update. The language regarding reasonable suspicion testing is included in Policy 3122.01/4122.01.

### **AG 5113 - Admission of Students Participating Under Open Enrollment (Revised)**

This guideline is revised to be consistent with Policy 5113 (revised policy provided with this update).

### **AG 5410 - Promotion, Placement, and Retention**

The definitions have been revised to provide greater clarity.





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	April 25, 2016
Last Revised	April 25, 2022

## 0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. The District previously referred to administrative guidelines as rules.

### **Administrator**

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and /or who reports directly to the District Administrator.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

### **Board**

The School Board also commonly referred to as the Board of Education shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).



Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**Bylaw**

Rule of the Board for its own governance.

**Clerk**

The chief clerk of the Board. (See Bylaw 0171.3)

**District**

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**District Administrator**

The administrative head of the School District of Manawa.

In policy and administrative guidelines, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

**Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

**Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

**Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

**Law Enforcement Officer(s) or Agencies**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

**Legal Custodian of Records**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

**May**

This word is used when an action by the Board or its designee is permitted but not required.

**Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

**Meeting**

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. ~~Wis. Stat.~~ 19.82(2), [Wis. Stats.](#)

### **Parent**

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

### **Principal**

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Relative**

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

### **School Nurse**

A school nurse is a registered nurse who meets the requirements of ~~Wis. Stat. Sec.~~ 115.001(11), [Wis. Stats.](#) A school nurse has the authority to exclude students for signs of illness.

### **School Official**

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

**The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.**

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

### **Social Media**

Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Superintendent**

Sometimes the administrative head of the School District is referred to as Superintendent but has the authority of the District Administrator by law.

In policy and administrative guidelines, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

### **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

### **Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

### **Treasurer**

The chief financial officer of the Board (See Bylaw 0171.4)

### **Vice-President**

The Vice-President of the Board. (See Bylaw 0171.2)

### **Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/22/16  
 Revised 7/17/17  
 Revised 12/18/17  
 Revised 4/27/20  
 Revised 3/15/21  
 Revised 1/17/22





Book Policy Manual  
Section For Board Review - Vol. 31, No. 2  
Title Copy of PARLIAMENTARY AUTHORITY  
Code po0161  
Status  
Adopted April 25, 2016  
Last Revised November 19, 2018

#### 0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary procedure governing the Board for the orderly conduct of meetings shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards".)

**[ ] When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member. [END OF OPTION]**

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

**[ ] Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw. [END OF OPTION]**

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Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	October 17, 2016
Last Revised	March 15, 2021

### 1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their/his/her assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which they are/s/he is informed, or detect/detects, to their/his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they/s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.  
  
This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their/his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their/his/her health.

- I. The administrator shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of an administrator's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 11/19/18

Revised 7/22/19

Revised 4/27/20

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Legal                      48.981, Wis. Stats.  
                                  948, Wis. Stats.  
                                  948.095, Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421
Status	
Adopted	April 25, 2022

## 1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

### Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

### Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	
Adopted	October 17, 2016
Last Revised	January 17, 2022

#### 2260.02 - SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS ~~ENGLISH LANGUAGE PROFICIENCY~~

The Board ~~recognizes that there may be students who speak languages other than whose primary language is not English residing within the District. With that in mind, the Board~~ shall provide appropriate identification and transition services for District students who are identified as English learners. ~~possess limited English language proficiency.~~ The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of English Learner (EL) students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The District Administrator or designee shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

#### **Assessing English Proficiency**

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs will be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey.
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- C. If deemed appropriate, the student may undergo an academic assessment to confirm identification.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.



Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

### Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in English and in the non-English language of the EL student, their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to be socially and academically successful, compete with mainstream English language speakers, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

### Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. ~~If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.~~

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

### Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to be socially and academically successful, compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

ELL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District

**must implement it as described in the Department of Public Instruction's English Language Policy Handbook. [DRAFTING NOTE: The Multiple Indicator Protocol is a standardized tool for collecting evidence of a student's English language use within the classroom setting as supporting evidence of English proficiency.]** ~~The District Administrator or designee may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:~~

- ~~1. the student has attained at least an ELP 4.5 on an annual assessment; and~~
- ~~2. the student can demonstrate his/her understanding of the English language; and~~
- ~~3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and~~
- ~~4. the parents and educators agree that the student has reached full English proficiency.~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the building principal.

The building principal may

- A. recommend additional assessment.
- B. permit the student to remain in the EL program for up to 9 additional weeks.
- C. provide the student with tutorial support for 9 weeks.
- D. confirm the formal reclassification of the student.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. **The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years.** The documentation will include, at a minimum, ~~grade level, ELP composite score,~~ and two (2) or more pieces of evidence.

### **Re-entry**

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

The Director of Pupil Services will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by the Department of Public Instruction standards.

### **Counseling Services for Students Who Are Limited English Proficient Students ~~and/or Sensory Impaired~~**

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency ~~and/or is sensory impaired~~ should be able to communicate ~~their/his/her~~ ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient ~~and/or sensory impaired~~.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient ~~and/or sensory impaired~~.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

To contact someone regarding limited English proficient ~~and/or sensory impairment services,~~ please contact:

**Michelle Johnson**  
**District Reading Specialist**  
**920-596-5738**  
**800 Beech Street**  
**Manawa, WI 54949**  
**Jacquelyn Sernau**  
**District Reading Specialist**



**920-596-5829**  
**800-Beech Street**  
**Manawa, WI 54949**

**Testing**

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

Revised 11/18/19  
Revised 11/16/20  
T.C. 3/15/21  
T.C. 1/17/22

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Legal                    20 U.S.C. 1703(f)  
                              P.I. 13 Wis. Admin Code  
                              115, 115.96, Wis. Stats. Wis. Stats.  
                              118.13, Wis. Stats.  
                              118.30(2), Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of HUMAN GROWTH AND DEVELOPMENT
Code	po2414
Status	
Adopted	October 17, 2016
Last Revised	April 25, 2022

#### 2414 - **HUMAN GROWTH AND DEVELOPMENT**

The Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2), Wis. Stats.

Such instruction will include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality between the student and the student's parents or guardians
2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
3. the benefits of and reasons for abstaining from sexual activity, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent
4. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
5. how alcohol and drug use affect responsible decision making
6. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality
7. adoption resources, prenatal care, and postnatal supports
8. the nature and treatment of sexually transmitted infections

B. The instructional program will also include the following:

1. address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships
2. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships
3. address the positive connection between marriage and parenting
4. present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors



The following options are permissive areas of instruction that were removed as part of the statutory recommendations for inclusion in the Human Growth and Development Curriculum by 2011 Act 216. However, a District may still include these in their Human Growth and Development Curriculum.]

5. ( ) ~~puberty, pregnancy, parenting, body image, and gender stereotypes~~
6. ( ) ~~the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug to prevent sexually transmitted infections~~
7. ( ) ~~the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life.~~

The following shall also be incorporated into the above subjects, when age-appropriate, in the same course and during the same year:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;
- D. explains pregnancy, prenatal development, and childbirth;
- E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;
- F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;
- G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and
- H. explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., which will in order to provide for ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District ~~in the design and implementation of this program area.~~ The role of the advisory committee is to advise the Board on the design and implementation of the human growth and development curriculum and to review the curriculum. the Committee to submit a recommendation to the Board for the curriculum to include separating students on the basis of gender when age-appropriate ~~as determined by the Committee.~~

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

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Legal 115.35, 118.01(2)(d), 118.019, Wis. Stats.  
P.I. 8.01(2)(j), Wis. Adm. Code



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	
Adopted	July 17, 2017
Last Revised	March 15, 2021

#### 2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

#### **Procedures to Obtain an IEE at Public Expense**

- A. The parent should submit to the District a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
  2. The examiner must be located within 150 miles of the District and must conduct the evaluation within District boundaries.
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.



4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
  6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.
- E. **If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. [DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.]** ~~If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.~~

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Revised 11/16/20

T.C. 3/15/21

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Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	2000 Program
Title	Copy of LIBRARY MEDIA CENTERS
Code	po2522
Status	Proposed to Policy & Human Resources Committee
Adopted	March 15, 2021

SDM Revisions

Endorsed by  
P + HR

Jan. 31, 2022

Being sent to  
BOE 10-17-2022

### 2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The selection of materials by the licensed library media professional shall follow the Board's adoption selection criteria and procedures. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Te use of the District's allocation from the Common School Fund for acquisitions, in accordance with the Department of Public Instruction regulations, shall be a component of the foregoing procedures.

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretive statements, including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English. See Administrative Guideline 2522.01 for the Library Bill of Rights and "Access to Resources and Services in the School Library Program: An Interpretation of the Library Bill of Rights."

The major **objectivesgoals** of the District's school library media centers are:

- A. To provide faculty and students with materials that enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
- B. To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view.
- C. To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions.
- D. To select materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading.

- ~~A. To support and enrich the District's standards and benchmarks;~~
- ~~B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;~~
- ~~C. To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;~~



- ~~D. To promote and support the appropriate use of technology for interpreting and communicating intellectual content;~~
- ~~E. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;~~
- ~~F. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;~~
- ~~G. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.~~

~~The District Administrator shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.~~

### Selection Criteria

The School District of Manawa does not discriminate in the selection and evaluation of library materials on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The final decision to purchase library materials will be made by a licensed library media specialist.

The following criteria will be used in the selection of library materials as they apply:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social,
- emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources such as, but not limited to:
  - Association for Library Service to Children (ALSC) Notable Children's Books
  - Booklist
  - Cooperative Children's Book Center of Wisconsin
  - School Library Journal
  - Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and
- multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable for their intended use
- Balance cost with need

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

### Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests. Gift materials shall be judged by the same selection criteria and shall be accepted or rejected by those criteria. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

### Requests, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests Suggestions, or Complaints.



## Reconsideration of Library Materials

Any resident or employee of the School District of Manawa may formally or informally request the reconsideration of library materials on the basis of appropriateness.

### Informal Reconsideration Procedure of Library Materials

The Board recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy. Individuals or groups may initiate complaints about specific titles or types of materials in the Library's collection by talking to or writing to the District's Library Media Specialist. At this point, such communications are considered informal complaints. The District Library Media Specialist will respond to informal complaints by offering a rationale for the book in the collection, discussing the desired action based on the complaint, and, if appropriate, offering the complainant a Request for Reconsideration Form.

### Formal Reconsideration Procedure of Library Materials

Persons who are concerned about the appropriateness of library materials and are unsatisfied with the response from an informal discussion about the title may choose to make a formal request for reconsideration of the title in question.

The following procedures should be followed if, after discussing the questioned resource, no resolution is made:

1. The complainant should be referred to the Principal.
2. A concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, Request for Reconsideration Form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the Request for Reconsideration Form to the Principal within ten (10) business days.
4. If a completed Request for Reconsideration Form is not submitted within ten (10) business days, the matter is considered closed.
5. Upon receipt of the Request for Reconsideration Form, the Principal should notify and provide a copy of the Request for Reconsideration Form to the following individuals:
  - ~~a~~-District Administrator
  - ~~b~~- District Library Media Specialist
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the District Administrator and consist of:
  - ~~a~~- Committee Chair - District Reading Specialist
  - ~~b~~- District Library Media Specialist
  - ~~c~~-Teacher - grade-level appropriate and/or language arts
  - ~~d~~- Library Professional - not employed by the district
  - ~~e~~- Community Leader - mayor, town chairman, etc.
  - ~~f~~-Faith Leader
  - ~~g~~-Three Members of the Community - a communication will be sent out widely using various media requesting volunteers to serve on a Reconsideration Committee with an application deadline. All received volunteer names will be placed into a random drawing to determine the three who will serve on the committee.
8. Through interlibrary loans or other means, the school librarian will obtain copies of the material in question for review by the Reconsideration Committee.
9. The Reconsideration Committee will schedule two formal reconsideration meetings: an initial meeting & a discussion/decision meeting. The Reconsideration Committee should follow the procedures listed below:
  - a. At the initial meeting:
    - i. The committee chair will review Reconsideration Committee guidelines and procedures.
    - ii. A member of the committee will be assigned to keep minutes.
    - iii. The complainant may make an initial verbal presentation about the resource under reconsideration. The complainant is asked to provide sources for quotes used during this presentation. The presentation may not exceed fifteen (15) minutes.
    - iv. The complainant may not participate in the Committee's deliberations. The Committee Chair may choose to give committee members time to ask questions.
    - v. The school librarian will provide the Reconsideration Committee with a short formal Intellectual Freedom training that explains a packet of materials, that includes the library's mission statement, selection policy, the Library Bill of Rights, the completed Reconsideration Form, reviews of the resource being reconsidered, and a list of awards or honors, if any. The presentation may not exceed fifteen (15) minutes.



- vi. The Committee reserves the right to use outside expertise if necessary to help in its decision-making process.
- vii. The Committee Chair directs the committee members to fully review/read the complaint and challenged resource and be prepared to vote on the complaint at the next meeting.

b. During the second discussion/decision meeting:

- i. The complainant may not participate in the Committee's deliberations.
- ii. The Committee will discuss the material in question based upon the selection criteria.
- iii. The committee members must have reviewed/read the challenged material in its entirety to be eligible to vote.
- iv. The Committee will make its decision determined by the simple majority to retain, move the resources to a different level(if appropriate), or remove the resource. The decision will be made via a secret written ballot vote.
- v. The Committee's written decision (including a minority report if needed) shall be presented to the District Administrator within five school days after the decision is made. The District Administrator will inform the complainant, in writing, of the Reconsideration Committee's decision.
- vi. If the complainant is not satisfied with the decision of the Reconsideration Committee, a written appeal can be made within 10 school days of receiving the decision to the Board of Education President. The written appeal and all written material relating to the reconsideration shall be referred to the Board of Education for review.

10. The procedures for an appeal to the Board of Education will be as follows:

- a. An appeal of the decision made by the Reconsideration Committee must be made in writing to the Board of Education President within 10 days of the Reconsideration Committee's decision being communicated to the complainant.
- b. A decision on the appeal will be made at the next regular meeting or special meeting within 30 days of the written request to the Board of Education President.
- c. The Board of Education reserves the right to use outside expertise if necessary to help in its decision-making.
- d. The Chairperson for the Reconsideration Committee will present the committee's decision to the board.
- e. The complainant or designee will present the petitioner's position.
- f. The Board of Education ~~board~~ decision will be final, and the District Administrator will implement the decision.

11. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

### **Parental/Police Access to Library Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request library records relating to the use of the library's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that is pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

### **Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

### **Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.  
PI 6, 8

Last Modified by Melanie J Oppor on September 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of LIBRARY MEDIA CENTERS
Code	po2522 - Review with Library Media Specialist/Board
Status	
Adopted	March 15, 2021

Neola  
fillable  
update.

### 2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of **good** literature;
- C. To provide a comprehensive and coordinated collection of current **and accurate** resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To promote and support the appropriate use of technology for **accessing,** interpreting and communicating intellectual content;
- E. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- F. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- G. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator ( ) **in collaboration with the District's library media specialist** shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

### Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

### Reconsideration of School Library Materials



Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

[NOTE: Districts May Select One of the Following Options:]

[.] [OPTION 1]

The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.

The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

[END OF OPTION 1]

[.] [OPTION 2]

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing and shall include the following information:
  1. author;
  2. title;
  3. publisher;
  4. the individual's familiarity with the material;
  5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTION] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall consist of the following members:
  1. a building level administrator;
  2. ( ) a teacher;
  3. ( ) a school librarian;
  4. ( ) a reading specialist or language arts teacher; and
  5. ( ) a member of the community.
  6. ( ) \_\_\_\_\_.
  7. ( ) \_\_\_\_\_.
- D. The procedures for the Reconsideration Committee will be as follows:
  1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.



2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.
4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.
5. During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within [OPTION 1] ( ) five (5) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days following the committee's decision.

The District Administrator will advise the requestor, 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 the decision.

- E. The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within [OPTION 1] ( ) ten (10) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.
- F. The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

END OF OPTION 2]

[.] OPTION 3

All requests under this policy for reconsideration of library materials shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.
- B. ( ) The request is to be addressed to the ( ) school library media specialist ( ) building principal ( ) District Administrator ( ) \_\_\_\_\_, in writing and shall include the following information:
  1. ( ) author;
  2. ( ) title;
  3. ( ) publisher;
  4. ( ) the individual's familiarity with the material;
  5. ( ) for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g.-contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTIONS] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.  
[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]



- C. ( ) The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. ( ) The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

### END OF OPTION #3

#### Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

#### **Parental/Police Access to Library Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request library records relating to the use of the library's documents or other materials, resources, or services by the student.



Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that is pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

### **Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

### **Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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Legal 43.70, 43.72, 121.02(1)(h) Wis. Stats.

PI 8.01(2)(h) and PI 9.03(1)(e)

Last Modified by Steve LaVallee on August 29, 2022



Book	Administrative Guideline Manual
Section	For Board Review - AG - Vol. 31, No. 2
Title	Copy of STUDENT USE OF LIBRARIES/MEDIA CENTERS
Code	ag2522 - Policy or Guideline
Status	
Adopted	April 23, 2018

## 2522 - STUDENT USE OF LIBRARIES/MEDIA CENTERS

Libraries and media centers have been established primarily to enrich the education of students and to help them learn how to make effective use of reference and enrichment materials. The cost of such centers can only be justified when the following conditions exist:

- A. The centers are open and available to students for as much of the school day as staffing and program make possible.
- B. The environment within the centers is inviting, attractive, and conducive to thought and study.
- C. Staff members communicate their willingness to assist students in locating the resources they seek and to instruct them in the proper use of the reference and retrieval systems.
- D. Courses of study are designed so that use of the resources that exist in the centers are an essential means for achieving the learning objectives in the course.
- E. Part of the evaluation of what students have learned in a course should be growth in the skills associated with using learning resources such as those that exist in the libraries and media centers.

### Procedures for Reconsideration of Material Included in Library Collection

#### [OPTION ONE]

**All requests under this policy for reconsideration of library materials shall be addressed as follows:**

- A. **Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.**
- B. **The request is to be addressed to the ( ) school library media specialist ( ) building principal ( ) District Administrator ( ) \_\_\_\_\_, in writing, and if in writing shall include the following information for requests to reconsider materials:**
  1. **( ) author;**
  2. **( ) title;**
  3. **( ) publisher;**
  4. **( ) the individual's familiarity with the material;**
  5. **( ) identify specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. whether the challenged material contains content that is**



harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally-appropriate [END OF OPTION] considering the grade level and age group for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: age-appropriate is the term used through State law, including with respect to School District's as a defined term, See 118.019(1m)(a), Wis. Stats. The library professionals however have moved towards using the term "developmentally appropriate". Accordingly, options are provided here].

- C. The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The ( ) District Administrator ( ) District official first presented with the request [END OF OPTION] shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. ( ) The requestor may appeal a decision, within thirty (30) calendar days of the date of the administration's decision, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request.
- E. The Board shall review the case, including all evidence proffered by the objector, during a publicly-noticed Board meeting. The Board shall announce during the meeting whether the challenged material meets the requirements of this policy. The complainant shall submit any additional evidence for the Board's consideration ( ) no later than \_\_\_\_\_ ( ) days before the meeting at which the Board will consider the challenge.

The decision of the Board shall be final.

[END OPTION ONE]

[OPTION TWO]

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing, and shall include the following information for requests to be formally considered:
1. author;
  2. title;
  3. publisher;
  4. the individual's familiarity with the material;
  5. a request must provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. whether the challenged material contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTION] considering the grade level and age group for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: age-appropriate is the term used through State law, including with respect to School District's as a defined term, See 118.019(1m)(a), Wis. Stats. The library professionals however have moved towards using the term "developmentally appropriate". Accordingly, options are provided here].
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal request, which shall consist of the following members:
1. a building level administrator;
  2. ( ) a teacher;
  3. ( ) a school librarian;
  4. ( ) a reading specialist or language arts teacher; and



5. ( ) a member of the community.
6. ( ) \_\_\_\_\_.
7. ( ) \_\_\_\_\_.

D. The procedures for the Reconsideration Committee will be as follows:

1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
2. The chairperson will call the meeting within ten (10) business days of the formation of the committee ( ) which shall be posted and held in compliance with open meetings laws. [Drafting Note: including this phrase will require adherence to open meetings law requirements whereas excluding the language does not preclude the decision to nonetheless adhere to open meetings mandates, but may retain flexibility].
3. The committee shall read and/or examine the challenged resource, read the written reconsideration request, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members at least three (3) days prior to the meeting.
4. The requestor may make an initial verbal presentation about the resources under reconsideration or may choose to rely on written submission. The requestor is asked to provide sources for quotes used in presenting the position.
5. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within \_\_\_\_\_ ( ) business days following ( ) the formation of the committee ( ) the first meeting of the committee [END OF OPTION] or if the committee process has not concluded, the committee chair shall provide an estimated date by which a recommendation will be issued.

The District Administrator will advise the requestor 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 the decision.

- E. The requestor may submit a request for an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of the date the decision sent to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will determine whether to review the matter and if so, what review procedures it will follow.

- F. The decision of the Board is final.

Challenged material may not be removed solely because it presents ideas that may be unpopular or offensive to some. Material under review will not be removed until a final determination is made to do so, unless the District Administrator determines that removing an item pending final determination is in the school's best interests.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items may be entertained.

[END OF OPTION TWO]

[OPTION THREE]

( ) Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should involve the following:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;

- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

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Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Maintenance of Effort and Maintenance of Equity
Code	06
Status	

With the provision of COVID-19 relief funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Rescue Plan Act (ARP) comes certain fiscal requirements that States and districts must follow, including maintenance of effort (MOE) and maintenance of equity (MOEquity).

### **Maintenance of Effort (State test)**

Maintenance of effort provisions are attached to all rounds of Elementary and Secondary School Emergency Relief (ESSER) funds and Governor's Emergency Education Relief (GEER) funds but only apply at the State level. Districts are not required to meet maintenance of effort requirements for COVID-19 relief funds.

States must maintain financial support for both elementary, secondary, and higher education for a certain number of fiscal years in exchange for receiving COVID-19 relief funds. What makes it most challenging is that the MOE requirement differs slightly between the CARES Act and CRRSAA and ARP. The key difference between the two (2) MOE requirements is the MOE baseline level, with the CARES Act requiring a dollar amount for the baseline and CRRSAA and ARP using a percentage of total State spending for the baseline.

Under the CARES Act, States must maintain support in fiscal years (FYs) 2020 and 2021 at least at the average State level of support for FYs 2017, 2018, and 2019. While under CRRSAA and ARP, States must maintain support at least at the proportional level of the State's support relative to the State's overall spending, averaged over FYs 2017, 2018, and 2019. States are required to meet the CRRSAA/ARP MOE requirement for FYs 2022 and 2023.

States are required to submit financial data to the U.S. Department of Education (ED) by established dates in order to demonstrate compliance. States may be granted MOE waivers under certain circumstances.

### **Maintenance of Equity (State and Local Test)**

ARP established a completely new fiscal test that applies to both State and district level in exchange for receiving ARP-ESSER funds – maintenance of equity. MOEquity is intended to ensure that States and districts do not disproportionately reduce State and local support for schools serving high populations of underserved students in upcoming fiscal years.

States may not disproportionately reduce per-pupil State funding to high-need LEAs or reduce per-pupil State funding to the highest poverty districts below their FY 2019 level. In addition, districts may not disproportionately reduce State and local per-pupil funding in high-poverty schools or reduce the number of full-time equivalent staff per-pupil in high-poverty schools. Both States and districts must maintain equity in State and local support for FYs 2022 and 2023.

Certain LEAs are exempted from meeting the MOEquity requirement, including LEAs that have a total enrollment of less than 1,000 students, operate a single school, serve all students within each grade span with a single school, or demonstrate an exceptional or uncontrollable circumstance, as determined and approved by the Secretary of Education.

ED has determined that for FYs 2022 and 2023 MOEquity calculations, LEAs that certify that they did not and will not implement a reduction in State and local per-pupil funding for the given fiscal years are excepted from MOEquity requirements. LEAs that fall under this exemption are required to submit a certification to their SEA, which will notify ED. [The certification can be found in ED's MOEquity guidance here.](#) In addition, ED recently published a proposed rule on



maintenance of equity, which establishes timelines for SEAs and ED to publicly report data related to MOEquity compliance. [The proposed rule on maintenance of equity is available here.](#)

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Overview & Comments
Code	01 - Information & Comments - Vol. 31, No. 2
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 31, Number 2**

**July 2022**

## **Notice Regarding Legal Accuracy**

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

## **Annual Supplemental Materials**

### List of Annual Notices and Postings

The enclosed List of Annual Notices and Postings is revised for the 2022-23 school year. District Administrators are reminded to carefully review this list for appropriate publication of notices required by law, regulation, or policy.

### Checklist of Required Website Information

The enclosed list of required information for District websites has been revised for the 2022-23 school year to include additional website items required by law.

### Student Handbook

The enclosed Student Handbook has been revised for the 2022-23 school year for compliance with policies and the law. This document is being provided with track changes so the revisions from last year are easily identified.

## **Legal Alerts**

### **1. ADA Coordinator Designation**

Recent correspondence from the United States Dept. of Justice has reminded public entities that provisions of Title II of the Americans with Disabilities Act (ADA) require public entities with 50 or more employees to designate at least one responsible

employee to coordinate its ADA compliance, usually referred to as the "ADA Coordinator".

Please note that Neola policies 2260.01, 1623, 3123, and 4123 contain provisions for the designation of ADA Coordinators in conjunction with the designation of the district Compliance Officers for those policies. Thus, current Neola policies are in compliance with the Title II regulations.

Included with this update are additional legal alerts to provide information relating to the following topics:

## **2. *Maintenance of Effort and Maintenance of Equity***

## **3. *Closed Captioning of Video Recordings on District Website***

### **Bylaws and Policies**

#### **Policy 0100 - Definitions (Revised)**

Further clarification has been added to the definition of "administrator" by indicating they are employed with an administrator contract. In addition, further explanation for the definition of "school official" is provided by including the previous drafting note information in the definition.

These revisions are recommended but not required.

#### **Policy 0161 - Parliamentary Authority (Revised)**

The policy and drafting note has been revised to clarify the appointment of a parliamentarian during a Board meeting if there is a challenge to parliamentary procedure. The options provide greater flexibility for the Board.

This revision is recommended, but not required.

#### **Policy 1213/3213/4213 – Student Supervision and Welfare (Revised)**

The policy is revised to account for staff posting photos of students who are their own children or relatives on social media as an exception to the general prohibition of posting photos of students. The revision applies both to direct connections on social media (i.e. friends/followers) as well as to posting content involving students.

The revision is recommended.

#### **Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised)**

These policies are revised to add clarification to the reference to "minor traffic offenses". It should be noted the policy does not require the imposition of discipline or penalty for every violation reported but is designed to require reporting by the employee so that administration is in a position to assess the matter.

The revision is recommended.

#### **Policy 2260.02 - Services for Bilingual Students/English Learners (Revised)**

This policy has been revised to reflect state statutes and administrative code, use updated terminology as well as recommendations from professionals in the field.

These revisions are recommended but not required.

#### **Policy 2414 - Human Growth and Development (Revised)**

Prior modifications to this policy have prompted questions as to the rationale behind deleting certain options from the previous template's listing of "recommended" topics as outlined in s.118.019(2), Wis. Stat. The deletions were made because those topics were deleted from the listing of "recommended" topics in the statute. Although those topics (e.g. contraception) were deleted from the statute, their deletion does not suggest they have been outlawed from consideration. Thus, to avoid confusion, those topics have now been added as additional options with an explanatory drafting note. In addition, the description of the Citizens Advisory Committee has been revised to provide greater clarity.

These revisions are recommended but not required.



**Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)**

This policy is revised to clarify the procedures when the cost of an IEE is in excess of the district's maximum allowable cost in order to align with current legal standards.

This revision is required for legal compliance.

**Policy 2522 - ( ) Library Media Centers ( ) Instructional Material ( ) Libraries (Revised)**

This policy is revised to reflect the process for requests relative to materials available in the District's library that are not part of the District's classroom instructional materials. The process for communicating with the Board regarding classroom instructional materials is covered in Policy 9130 - Public Requests, Suggestions, or Complaints. The revisions to this policy separate the review process for different types of materials available for students. This policy provides options for the procedures including the option for the Board to delegate the responsibility to the District Administrator to develop procedures through guidelines, or for the Board to implement procedures itself. Note that the more extensive process option will require adherence to open meetings law mandates and should be carefully considered before selecting.

The revisions are recommended.

**Policy 2700.01 - School Performance and State Accountability Report Cards (Revised)**

This policy is revised to reflect statutory language.

The revision is recommended for statutory compliance.

**Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised)**

Policy 3120.04 is revised to reflect the distinction between regular employed teachers hired to serve as substitute teachers on a permanent basis.

Both policies have been revised to clarify the reasonable assurances process for unemployment compensation purposes.

These revisions are recommended.

**Policy 3425/4425 - Benefits (Revised)**

AG 1421/AG 3421/AG 4421 regarding COBRA rights has been deleted. As such, a reference has been added to the Benefits policy to acknowledge potential continuation rights.

This revision is recommended.

**Policy 5113 - Open Enrollment Program (Inter-District) (Revised)**

This policy has been reorganized to make it easier for District's to use when evaluating open enrollment applications and to include clarification regarding preferential processing of applications for siblings of any student selected in the random selection process, provided that there is space in the sibling's grade level.

Adoption of the revision is recommended.

**Policy 5340 - Student Accidents/Illness/Concussion (Revised)**

The policy has been revised to reference sudden cardiac arrest notification requirements added into law by 2021 Wisconsin Act 210 as identified in 118.2935, Wis. Stats. The law requires that the Department of Public Instruction, in coordination with WIAA and two pediatric cardiologists (one at the Medical College of Wisconsin and the University of Wisconsin) develop information on sudden cardiac arrest. The information is to be included in the notifications concerning concussions prior to student athletic participation. The requirement is effective for sports beginning four (4) months after passage, which was March 30, 2022. The Department of Public Instruction has not yet released the required communication; however, information is available from the WIAA: [Sudden Cardiac Arrest | Health | Wisconsin Interscholastic Athletic Association \(wiaawi.org\)](#); [A Fact Sheet for Parents \(wiaawi.org\)](#).

Revision of this policy is recommended to be compliant with state law. The inclusion of information on sudden cardiac arrest is required for any sport beginning after July 31, 2022.

**118.2935 Sudden cardiac arrest; youth athletic activities.**

**(1)** In this section, "youth athletic activity" has the meaning given in s. 118.293 (1) (c).

(2) In consultation with the Wisconsin Interscholastic Athletic Association and at least 2 pediatric cardiologists, one of whom is employed by the Medical College of Wisconsin and one of whom is employed by the University of Wisconsin-Madison Medical School, the department shall develop information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities. The department shall include in the information developed under this subsection at least all of the following:

(a) Information about the risks associated with continuing to participate in a youth athletic activity after experiencing one or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate.

(b) Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing.

(c) Information about how to request, from a pupil's health care provider, the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity, at a cost to be incurred by the pupil's parent or guardian.

(3m) At the beginning of a season for a youth athletic activity offered to persons who are 12 years of age or older, the person operating the youth athletic activity shall ensure that the information developed under sub. (2) is included in the information sheet required to be distributed under s. 118.293 (3) (a).

(4) This section does not create any liability for, or a cause of action against, any person.

(5) This section does not apply after June 30, 2032.

### **Policy 5517.01 - Bullying (Revised)**

This policy has been revised to reflect the Wisconsin statutory provisions. Further, the requirement for an annual bullying report has been made optional, as it is not required by State law, but was part of the Department of Public Instruction's model policy. If this report is not completed annually the language should not be included in the Board policy.

### **Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)**

This policy is revised to add options regarding the storage of and access to video footage. In addition, a note is added regarding the creation of an access log that all districts should review along with this revision. The policy language refers to a log that documents access to video footage, which has been revised into an option. If the maintenance of a log is in policy, then it is important that it be maintained. This is best practice, but need not be in policy as a requirement.

In addition, language regarding audio recording is made optional.

However, if audio surveillance is enabled, districts should be aware of potential legal considerations that should be evaluated before doing so. Specifically, Wisconsin requires the consent of at least one party in a communication in order to create an audio recording of the conversation. Whether notice that persons present in the school will be recorded, including audio recordings, is sufficient to constitute consent is not a clearly settled area of law. Courts have found that jail telephone notice of audio recordings is sufficient to constitute consent to the recording, but such analysis has not been expressly extended to audio recording in a school where notice of surveillance is given and none of the surveillance occurs in locations where a reasonable expectation of privacy is present (e.g. bathrooms, locker rooms, etc.).

Review of the policy is recommended.

### **Policy 8146 - Notification of Educational Options (Revised)**

This policy has been revised to include the new 2021 Act 83 requirements regarding a Class 1 notice of the educational options available to children who reside in the district as well as the district's and each school's most recent report card performance category.

The revision is recommended for statutory compliance.

#### 2021 WISCONSIN ACT 83

An Act to amend 115.385 (4) and 118.57 (1) of the statutes; relating to: providing information about educational options offered in a school district.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

Section 1 . 115.385 (4) of the statutes is amended to read:

115.385 (4) Annually, each public school, including a charter school, and each private school participating in a parental choice program under s. 118.60 or 119.23 shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter



schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection. Section 2 . 118.57 (1) of the statutes is amended to read:

118.57 (1) Annually, by January 31, each school board shall publish as a class 1 notice, under ch. 985, and post on its Internet site a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. A school board that does not operate high school grades is not required to include an educational option offered only to high school pupils in a description of educational options under this subsection.

**Policy 8740 - Protection of District Funds (Revised)**

This policy has been revised to reflect that while few school districts, if any, require surety bonding, most have the same protections for the District through various standard insurance policies. Similarly, the policy name has been changed to more accurately reflect the contents of the policy and practice among districts.

If this is a current district policy, Neola recommends that you review it to make sure you do in fact have bonding, or alternatively, revise the policy as provided here.

Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	LEGAL ALERT: Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a Corporation's website in order to comply with the ADA and Section 504
Code	07
Status	

## Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a Corporation's website in order to comply with the ADA and Section 504

### LEGAL ALERT

**To:** Neola Clients

**From:** Neola, Inc.

**Re:** Closed captioning of video recordings of board meetings uploaded to YouTube or hosted on a district's website in order to comply with the ADA and Section 504

**Date:** February 2022

Districts livestreaming or uploading recorded videos via YouTube or hosting videos should be aware of the accessibility requirements of Title II of the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act. While 100% caption accuracy is not required by Federal statute, districts that have adopted policy 7540.02 must strive to be close to 100% accuracy in order to remain consistent with the Web Content Accessibility Guidance ("WCAG") 2.0 Level AA requirements referenced within the policy.

With the onset of the Covid-19 pandemic in the spring of 2020, many Wisconsin school districts availed themselves of the ability to conduct public board meetings remotely, via various video conferencing apps and platforms. Many districts still livestream in-person meetings for the public and make recordings of meetings that members of the public may access at a later time. Districts are not required to livestream, record, or otherwise provide for public access to meetings via remote technology options; however, Districts that choose to livestream and/or upload recordings of Board meetings should be aware of the accessibility requirements and implications of doing so.

Title II of the ADA, as well as Section 504, requires state and local governments to communicate effectively with individuals who have communication impairments (i.e., individuals with hearing and/or vision impairments). Neola template policy 7540.02 – *Web Accessibility, Content, Apps, and Services* seeks to address this requirement by outlining best practices aimed at ensuring school districts' websites are accessible and their digital content complies with all Federal requirements.

Template policy 7540.02 specifies that adopting districts will reference the WCAG 2.0, Level AA standards, a widely-accepted set of universal guidelines for web accessibility.<sup>1</sup> Guidelines 1.2.2 (recorded video) and 1.2.4 (live video) require captioning, either open or closed, for all video content in order to maintain WCAG 2.0 Level AA standards.<sup>2</sup> Under the WCAG 2.0 guidelines, the 'caption' should include all of the dialogue (either verbatim or in essence) as well as all important sounds.<sup>3</sup> However, the

guidelines do provide some latitude and recognize that verbatim captioning may not be realistic in certain situations – such as in periods of fast dialogue or with multiple, competing speakers, when a viewer may be better served by a written synopsis.<sup>4</sup>

Many districts use YouTube, the ubiquitous video-sharing platform, both to stream live video of Board meetings and host uploaded recordings of meetings. YouTube offers built-in voice recognition software theoretically capable of automatically generating closed captions for both uploaded and live-streamed videos.<sup>5</sup> However, in practice, YouTube’s automatically-generated captions may fall short of 100% accuracy by occasionally miscaptioning certain words or phrases.

Neither the Federal statutes nor WCAG 2.0 demand 100% accuracy and completeness of captioning to be effective and in compliance. Importantly, a stated purpose of template policy 7540.02 is “... ensuring persons with disabilities are able to **acquire the same information**, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, **with substantially equivalent ease of use**” (emphasis added). As long as captions capture the “essence” of a video’s dialogue, the captions are compliant. However, this is a fairly subjective standard. To ensure the clarity of video captioning, districts should audit videos uploaded to YouTube and review the auto-generated captions, in accordance with division (C)(4) of policy 7540.02. If captions are unclear or mistaken, YouTube allows users to make manual edits to auto-generated captions.<sup>6</sup>

The task of compliance with template policy 7540.02, and in turn, the Federal accessibility provisions of the ADA and Section 504 is much more daunting for districts that host their own videos. Districts hosting native videos on a district website (without being uploaded to YouTube or another video-sharing platform) must ensure that such videos are captioned by other means to remain in compliance.

<sup>1</sup>Complete WCAG 2.0 guidelines available at: <https://www.w3.org/TR/WCAG20/>. Guidelines are split into enumerated topics; with each topic having specific success or failure criteria.

<sup>2</sup>See: [How to Meet WCAG \(Quickref Reference\) \(w3.org\)](#); <https://www.w3.org/WAI/WCAG21/Understanding/captions-live.html>

<sup>3</sup><https://www.w3.org/WAI/WCAG21/Techniques/failures/F8.html>

<sup>4</sup>*Id.*

<sup>5</sup>See: <https://support.google.com/youtube/answer/6373554?hl=en>

<sup>6</sup>See: [Edit or remove captions - YouTube Help \(google.com\)](#)

***This legal alert is intended as general information and not legal advice. No attorney-client relationship exists.***

Last Modified by Steve LaVallee on August 29, 2022





Book	Administrative Guideline Manual
Section	For Board Review - AG - Vol. 31, No. 2
Title	Overview & Comments
Code	01
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 31, Number 2**

**July 2022**

### **Notice Regarding Legal Accuracy**

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Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

## **ADMINISTRATIVE GUIDELINES**

### **AG 2522 - Student Use of Library/Media Centers (Revised)**

The language that was added to Policy 2522 regarding reconsideration of library materials and selection criteria is included as an option in the administrative guideline for those districts that prefer the language as part of a guideline rather than the policy.

### **AG 3170/4170 - Substance Abuse (Delete)**

The guidelines have been deleted as the policy was also deleted in a previous update. The language regarding reasonable suspicion testing is included in Policy 3122.01/4122.01.

### **AG 5113 - Admission of Students Participating Under Open Enrollment (Revised)**

This guideline is revised to be consistent with Policy 5113 (revised policy provided with this update).

### **AG 5410 - Promotion, Placement, and Retention**

The definitions have been revised to provide greater clarity.



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	April 25, 2016
Last Revised	April 25, 2022

## 0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation. The District previously referred to administrative guidelines as rules.

### **Administrator**

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and /or who reports directly to the District Administrator.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members, and/or other stakeholders and members of the community.

### **Board**

The School Board also commonly referred to as the Board of Education shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).



Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**Bylaw**

Rule of the Board for its own governance.

**Clerk**

The chief clerk of the Board. (See Bylaw 0171.3)

**District**

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

**District Administrator**

The administrative head of the School District of Manawa.

In policy and administrative guidelines, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

**Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

**Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

**Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

**Law Enforcement Officer(s) or Agencies**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

**Legal Custodian of Records**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

**May**

This word is used when an action by the Board or its designee is permitted but not required.

**Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

**Meeting**

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. ~~Wis. Stat.~~ 19.82(2), [Wis. Stats.](#)

### **Parent**

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

### **Principal**

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Relative**

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent or member of the immediate household.

### **School Nurse**

A school nurse is a registered nurse who meets the requirements of ~~Wis. Stat. Sec.~~ 115.001(11), [Wis. Stats.](#) A school nurse has the authority to exclude students for signs of illness.

### **School Official**

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

**The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.**

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

### **Social Media**



Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Superintendent**

Sometimes the administrative head of the School District is referred to as Superintendent but has the authority of the District Administrator by law.

In policy and administrative guidelines, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

### **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

### **Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

### **Treasurer**

The chief financial officer of the Board (See Bylaw 0171.4)

### **Vice-President**

The Vice-President of the Board. (See Bylaw 0171.2)

### **Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/22/16  
 Revised 7/17/17  
 Revised 12/18/17  
 Revised 4/27/20  
 Revised 3/15/21  
 Revised 1/17/22



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of PARLIAMENTARY AUTHORITY
Code	po0161
Status	
Adopted	April 25, 2016
Last Revised	November 19, 2018

#### 0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary procedure governing the Board for the orderly conduct of meetings shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards".)

**[ ] When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member. [END OF OPTION]**

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

**[ ] Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw. [END OF OPTION]**

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Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	October 17, 2016
Last Revised	March 15, 2021

### 1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their/his/her assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which they are/s/he is informed, or ~~detect~~ detects, to their/his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they/s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.  
  
This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.
- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their/his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their/his/her health.

- I. The administrator shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of an administrator's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 11/19/18

Revised 7/22/19

Revised 4/27/20

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Legal                      48.981, Wis. Stats.  
                                  948, Wis. Stats.  
                                  948.095, Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421
Status	
Adopted	April 25, 2022

## 1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

### Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

### Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	
Adopted	October 17, 2016
Last Revised	January 17, 2022

#### 2260.02 - SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS ~~ENGLISH LANGUAGE PROFICIENCY~~

The Board ~~recognizes that there may be students who speak languages other than whose primary language is not English residing within the District. With that in mind, the Board~~ shall provide appropriate identification and transition services for District students who are identified as English learners. ~~possess limited English language proficiency.~~ The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of English Learner (EL) students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The District Administrator or designee shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

#### **Assessing English Proficiency**

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs will be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey.
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- C. If deemed appropriate, the student may undergo an academic assessment to confirm identification.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.



Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

### Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in English and in the non-English language of the EL student, their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to be socially and academically successful, compete with mainstream English language speakers, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

### Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. ~~If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.~~

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

### Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to be socially and academically successful, compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

ELL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District

**must implement it as described in the Department of Public Instruction's English Language Policy Handbook. [DRAFTING NOTE: The Multiple Indicator Protocol is a standardized tool for collecting evidence of a student's English language use within the classroom setting as supporting evidence of English proficiency.]** ~~The District Administrator or designee may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:~~

- ~~1. the student has attained at least an ELP 4.5 on an annual assessment; and~~
- ~~2. the student can demonstrate his/her understanding of the English language; and~~
- ~~3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and~~
- ~~4. the parents and educators agree that the student has reached full English proficiency.~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the building principal.

The building principal may

- A. recommend additional assessment.
- B. permit the student to remain in the EL program for up to 9 additional weeks.
- C. provide the student with tutorial support for 9 weeks.
- D. confirm the formal reclassification of the student.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. **The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years.** The documentation will include, at a minimum, ~~grade level, ELP composite score,~~ and two (2) or more pieces of evidence.

### Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

The Director of Pupil Services will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by the Department of Public Instruction standards.

### Counseling Services for Students Who Are Limited English Proficient Students ~~and/or Sensory Impaired~~

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency ~~and/or is sensory impaired~~ should be able to communicate ~~their/his/her~~ ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient ~~and/or sensory impaired~~.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient ~~and/or sensory impaired~~.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

To contact someone regarding limited English proficient ~~and/or sensory impairment services,~~ please contact:

**Michelle Johnson**  
**District Reading Specialist**  
**920-596-5738**  
**800 Beech Street**  
**Manawa, WI 54949**  
**Jacquelyn Sernau**  
**District Reading Specialist**



**920-596-5829**  
**800-Beech Street**  
**Manawa, WI 54949**

**Testing**

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

Revised 11/18/19  
Revised 11/16/20  
T.C. 3/15/21  
T.C. 1/17/22

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Legal                    20 U.S.C. 1703(f)  
                              P.I. 13 Wis. Admin Code  
                              115, 115.96, Wis. Stats. Wis. Stats.  
                              118.13, Wis. Stats.  
                              118.30(2), Wis. Stats.

Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of HUMAN GROWTH AND DEVELOPMENT
Code	po2414
Status	
Adopted	October 17, 2016
Last Revised	April 25, 2022

#### 2414 - **HUMAN GROWTH AND DEVELOPMENT**

The Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2), Wis. Stats.

Such instruction will include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality between the student and the student's parents or guardians
2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
3. the benefits of and reasons for abstaining from sexual activity, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent
4. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
5. how alcohol and drug use affect responsible decision making
6. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality
7. adoption resources, prenatal care, and postnatal supports
8. the nature and treatment of sexually transmitted infections

B. The instructional program will also include the following:

1. address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships
2. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships
3. address the positive connection between marriage and parenting
4. present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors



**The following options are permissive areas of instruction that were removed as part of the statutory recommendations for inclusion in the Human Growth and Development Curriculum by 2011 Act 216. However, a District may still include these in their Human Growth and Development Curriculum.]**

5. **(.) ~~puberty, pregnancy, parenting, body image, and gender stereotypes~~**
6. **(.) ~~the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug to prevent sexually transmitted infections~~**
7. **(.) ~~the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life.~~**

The following shall also be incorporated into the above subjects, **when age-appropriate**, in the same course and during the same year:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;
- D. explains pregnancy, prenatal development, and childbirth;
- E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;
- F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;
- G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and
- H. explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., **which will in order to provide for ensure** the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District **in the design and implementation of this program area. The role of the advisory committee is to advise the Board on the design and implementation of the human growth and development curriculum and to review the curriculum.** the **Committee to submit a recommendation to the Board for the** curriculum to include separating students on the basis of gender **when age-appropriate as determined by the Committee.**

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

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Legal 115.35, 118.01(2)(d), 118.019, Wis. Stats.  
P.I. 8.01(2)(j), Wis. Adm. Code



Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	
Adopted	July 17, 2017
Last Revised	March 15, 2021

#### 2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

#### **Procedures to Obtain an IEE at Public Expense**

- A. The parent should submit to the District a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
  2. The examiner must be located within 150 miles of the District and must conduct the evaluation within District boundaries.
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.



4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
  6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.
- E. **If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. [DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.]** ~~If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.~~

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Revised 11/16/20

T.C. 3/15/21

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Last Modified by Steve LaVallee on August 29, 2022



Book	Policy Manual
Section	2000 Program
Title	Copy of LIBRARY MEDIA CENTERS
Code	po2522
Status	Proposed to Policy & Human Resources Committee
Adopted	March 15, 2021

SDM Revisions

Endorsed by  
P + HR

Jan. 31, 2022

Being sent to  
BOE 10-17-2022

### 2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The selection of materials by the licensed library media professional shall follow the Board's adoption selection criteria and procedures. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Te use of the District's allocation from the Common School Fund for acquisitions, in accordance with the Department of Public Instruction regulations, shall be a component of the foregoing procedures.

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretive statements, including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English. See Administrative Guideline 2522.01 for the Library Bill of Rights and "Access to Resources and Services in the School Library Program: An Interpretation of the Library Bill of Rights."

The major **objectivesgoals** of the District's school library media centers are:

- A. To provide faculty and students with materials that enrich and support the curriculum taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served.
- B. To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, with a diversity of appeal, allowing for the presentation of many different points of view.
- C. To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions.
- D. To select materials in all formats, including up-to-date, high-quality, varied literature to develop and strengthen a love of reading.

- ~~A. To support and enrich the District's standards and benchmarks;~~
- ~~B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;~~
- ~~C. To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;~~



- ~~D. To promote and support the appropriate use of technology for interpreting and communicating intellectual content;~~
- ~~E. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;~~
- ~~F. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;~~
- ~~G. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.~~

~~The District Administrator shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.~~

### Selection Criteria

The School District of Manawa does not discriminate in the selection and evaluation of library materials on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The final decision to purchase library materials will be made by a licensed library media specialist.

The following criteria will be used in the selection of library materials as they apply:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social,
- emotional, and intellectual development of the students for whom the materials are selected.
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewing sources such as, but not limited to:
  - Association for Library Service to Children (ALSC) Notable Children's Books
  - Booklist
  - Cooperative Children's Book Center of Wisconsin
  - School Library Journal
  - Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and
- multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable for their intended use
- Balance cost with need

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

### Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests. Gift materials shall be judged by the same selection criteria and shall be accepted or rejected by those criteria. All materials should support the curriculum and needs of library users. Gifts and donations, like purchased resources, will be removed from the collection at the end of their useful life.

### Requests, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests Suggestions, or Complaints.



## Reconsideration of Library Materials

Any resident or employee of the School District of Manawa may formally or informally request the reconsideration of library materials on the basis of appropriateness.

### Informal Reconsideration Procedure of Library Materials

The Board recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy. Individuals or groups may initiate complaints about specific titles or types of materials in the Library's collection by talking to or writing to the District's Library Media Specialist. At this point, such communications are considered informal complaints. The District Library Media Specialist will respond to informal complaints by offering a rationale for the book in the collection, discussing the desired action based on the complaint, and, if appropriate, offering the complainant a Request for Reconsideration Form.

### Formal Reconsideration Procedure of Library Materials

Persons who are concerned about the appropriateness of library materials and are unsatisfied with the response from an informal discussion about the title may choose to make a formal request for reconsideration of the title in question.

The following procedures should be followed if, after discussing the questioned resource, no resolution is made:

1. The complainant should be referred to the Principal.
2. A concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, Request for Reconsideration Form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the Request for Reconsideration Form to the Principal within ten (10) business days.
4. If a completed Request for Reconsideration Form is not submitted within ten (10) business days, the matter is considered closed.
5. Upon receipt of the Request for Reconsideration Form, the Principal should notify and provide a copy of the Request for Reconsideration Form to the following individuals:
  - ~~a~~-District Administrator
  - ~~b~~- District Library Media Specialist
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the District Administrator and consist of:
  - ~~a~~- Committee Chair - District Reading Specialist
  - ~~b~~- District Library Media Specialist
  - ~~c~~-Teacher - grade-level appropriate and/or language arts
  - ~~d~~- Library Professional - not employed by the district
  - ~~e~~- Community Leader - mayor, town chairman, etc.
  - ~~f~~-Faith Leader
  - ~~g~~-Three Members of the Community - a communication will be sent out widely using various media requesting volunteers to serve on a Reconsideration Committee with an application deadline. All received volunteer names will be placed into a random drawing to determine the three who will serve on the committee.
8. Through interlibrary loans or other means, the school librarian will obtain copies of the material in question for review by the Reconsideration Committee.
9. The Reconsideration Committee will schedule two formal reconsideration meetings: an initial meeting & a discussion/decision meeting. The Reconsideration Committee should follow the procedures listed below:
  - a. At the initial meeting:
    - i. The committee chair will review Reconsideration Committee guidelines and procedures.
    - ii. A member of the committee will be assigned to keep minutes.
    - iii. The complainant may make an initial verbal presentation about the resource under reconsideration. The complainant is asked to provide sources for quotes used during this presentation. The presentation may not exceed fifteen (15) minutes.
    - iv. The complainant may not participate in the Committee's deliberations. The Committee Chair may choose to give committee members time to ask questions.
    - v. The school librarian will provide the Reconsideration Committee with a short formal Intellectual Freedom training that explains a packet of materials, that includes the library's mission statement, selection policy, the Library Bill of Rights, the completed Reconsideration Form, reviews of the resource being reconsidered, and a list of awards or honors, if any. The presentation may not exceed fifteen (15) minutes.



- vi. The Committee reserves the right to use outside expertise if necessary to help in its decision-making process.
- vii. The Committee Chair directs the committee members to fully review/read the complaint and challenged resource and be prepared to vote on the complaint at the next meeting.

b. During the second discussion/decision meeting:

- i. The complainant may not participate in the Committee's deliberations.
- ii. The Committee will discuss the material in question based upon the selection criteria.
- iii. The committee members must have reviewed/read the challenged material in its entirety to be eligible to vote.
- iv. The Committee will make its decision determined by the simple majority to retain, move the resources to a different level(if appropriate), or remove the resource. The decision will be made via a secret written ballot vote.
- v. The Committee's written decision (including a minority report if needed) shall be presented to the District Administrator within five school days after the decision is made. The District Administrator will inform the complainant, in writing, of the Reconsideration Committee's decision.
- vi. If the complainant is not satisfied with the decision of the Reconsideration Committee, a written appeal can be made within 10 school days of receiving the decision to the Board of Education President. The written appeal and all written material relating to the reconsideration shall be referred to the Board of Education for review.

10. The procedures for an appeal to the Board of Education will be as follows:

- a. An appeal of the decision made by the Reconsideration Committee must be made in writing to the Board of Education President within 10 days of the Reconsideration Committee's decision being communicated to the complainant.
- b. A decision on the appeal will be made at the next regular meeting or special meeting within 30 days of the written request to the Board of Education President.
- c. The Board of Education reserves the right to use outside expertise if necessary to help in its decision-making.
- d. The Chairperson for the Reconsideration Committee will present the committee's decision to the board.
- e. The complainant or designee will present the petitioner's position.
- f. The Board of Education ~~board~~ decision will be final, and the District Administrator will implement the decision.

11. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

### **Parental/Police Access to Library Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request library records relating to the use of the library's documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that is pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

### **Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

### **Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.  
PI 6, 8

Last Modified by Melanie J Oppor on September 29, 2022





Book	Policy Manual
Section	For Board Review - Vol. 31, No. 2
Title	Copy of LIBRARY MEDIA CENTERS
Code	po2522 - Review with Library Media Specialist/Board
Status	
Adopted	March 15, 2021

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fillable  
update.

### 2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of **good** literature;
- C. To provide a comprehensive and coordinated collection of current **and accurate** resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To promote and support the appropriate use of technology for **accessing,** interpreting and communicating intellectual content;
- E. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- F. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- G. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator ( ) **in collaboration with the District's library media specialist** shall establish procedures consistent with the District's long-range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

### Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

### Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

[NOTE: Districts May Select One of the Following Options:]

[.] [OPTION 1]

The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.

The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

[END OF OPTION 1]

[.] [OPTION 2]

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing and shall include the following information:
  1. author;
  2. title;
  3. publisher;
  4. the individual's familiarity with the material;
  5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTION] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall consist of the following members:
  1. a building level administrator;
  2. ( ) a teacher;
  3. ( ) a school librarian;
  4. ( ) a reading specialist or language arts teacher; and
  5. ( ) a member of the community.
  6. ( ) \_\_\_\_\_.
  7. ( ) \_\_\_\_\_.
- D. The procedures for the Reconsideration Committee will be as follows:
  1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.



2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.
4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.
5. During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within [OPTION 1] ( ) five (5) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days following the committee's decision.

The District Administrator will advise the requestor, 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 the decision.

- E. The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within [OPTION 1] ( ) ten (10) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.
- F. The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

END OF OPTION 2]

[.] OPTION 3

All requests under this policy for reconsideration of library materials shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.
- B. ( ) The request is to be addressed to the ( ) school library media specialist ( ) building principal ( ) District Administrator ( ) \_\_\_\_\_, in writing and shall include the following information:
  1. ( ) author;
  2. ( ) title;
  3. ( ) publisher;
  4. ( ) the individual's familiarity with the material;
  5. ( ) for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g.-contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTIONS] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.  
[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]



- C. ( ) The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. ( ) The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.

### END OF OPTION #3

#### Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

#### **Parental/Police Access to Library Information**

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request library records relating to the use of the library's documents or other materials, resources, or services by the student.



Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that is pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

### **Inter-Library Loans**

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

### **Fines**

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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Legal 43.70, 43.72, 121.02(1)(h) Wis. Stats.

PI 8.01(2)(h) and PI 9.03(1)(e)

Last Modified by Steve LaVallee on August 29, 2022



Book	Administrative Guideline Manual
Section	For Board Review - AG - Vol. 31, No. 2
Title	Copy of STUDENT USE OF LIBRARIES/MEDIA CENTERS
Code	ag2522 - Policy or Guideline
Status	
Adopted	April 23, 2018

## 2522 - STUDENT USE OF LIBRARIES/MEDIA CENTERS

Libraries and media centers have been established primarily to enrich the education of students and to help them learn how to make effective use of reference and enrichment materials. The cost of such centers can only be justified when the following conditions exist:

- A. The centers are open and available to students for as much of the school day as staffing and program make possible.
- B. The environment within the centers is inviting, attractive, and conducive to thought and study.
- C. Staff members communicate their willingness to assist students in locating the resources they seek and to instruct them in the proper use of the reference and retrieval systems.
- D. Courses of study are designed so that use of the resources that exist in the centers are an essential means for achieving the learning objectives in the course.
- E. Part of the evaluation of what students have learned in a course should be growth in the skills associated with using learning resources such as those that exist in the libraries and media centers.

### Procedures for Reconsideration of Material Included in Library Collection

#### [OPTION ONE]

**All requests under this policy for reconsideration of library materials shall be addressed as follows:**

- A. **Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.**
- B. **The request is to be addressed to the ( ) school library media specialist ( ) building principal ( ) District Administrator ( ) \_\_\_\_\_, in writing, and if in writing shall include the following information for requests to reconsider materials:**
  1. **( ) author;**
  2. **( ) title;**
  3. **( ) publisher;**
  4. **( ) the individual's familiarity with the material;**
  5. **( ) identify specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. whether the challenged material contains content that is**



harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally-appropriate [END OF OPTION] considering the grade level and age group for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: age-appropriate is the term used through State law, including with respect to School District's as a defined term, See 118.019(1m)(a), Wis. Stats. The library professionals however have moved towards using the term "developmentally appropriate". Accordingly, options are provided here].

- C. The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The ( ) District Administrator ( ) District official first presented with the request [END OF OPTION] shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. ( ) The requestor may appeal a decision, within thirty (30) calendar days of the date of the administration's decision, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request.
- E. The Board shall review the case, including all evidence proffered by the objector, during a publicly-noticed Board meeting. The Board shall announce during the meeting whether the challenged material meets the requirements of this policy. The complainant shall submit any additional evidence for the Board's consideration ( ) no later than \_\_\_\_\_ ( ) days before the meeting at which the Board will consider the challenge.

The decision of the Board shall be final.

[END OPTION ONE]

[OPTION TWO]

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing, and shall include the following information for requests to be formally considered:
1. author;
  2. title;
  3. publisher;
  4. the individual's familiarity with the material;
  5. a request must provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. whether the challenged material contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age-appropriate ( ) developmentally appropriate ( ) age-appropriate or developmentally appropriate [END OF OPTION] considering the grade level and age group for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: age-appropriate is the term used through State law, including with respect to School District's as a defined term, See 118.019(1m)(a), Wis. Stats. The library professionals however have moved towards using the term "developmentally appropriate". Accordingly, options are provided here].
- C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal request, which shall consist of the following members:
1. a building level administrator;
  2. ( ) a teacher;
  3. ( ) a school librarian;
  4. ( ) a reading specialist or language arts teacher; and



5. ( ) a member of the community.
6. ( ) \_\_\_\_\_.
7. ( ) \_\_\_\_\_.

D. The procedures for the Reconsideration Committee will be as follows:

1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
2. The chairperson will call the meeting within ten (10) business days of the formation of the committee ( ) which shall be posted and held in compliance with open meetings laws. [Drafting Note: including this phrase will require adherence to open meetings law requirements whereas excluding the language does not preclude the decision to nonetheless adhere to open meetings mandates, but may retain flexibility].
3. The committee shall read and/or examine the challenged resource, read the written reconsideration request, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members at least three (3) days prior to the meeting.
4. The requestor may make an initial verbal presentation about the resources under reconsideration or may choose to rely on written submission. The requestor is asked to provide sources for quotes used in presenting the position.
5. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within \_\_\_\_\_ ( ) business days following ( ) the formation of the committee ( ) the first meeting of the committee [END OF OPTION] or if the committee process has not concluded, the committee chair shall provide an estimated date by which a recommendation will be issued.

The District Administrator will advise the requestor 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 the decision.

- E. The requestor may submit a request for an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of the date the decision sent to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will determine whether to review the matter and if so, what review procedures it will follow.

- F. The decision of the Board is final.

Challenged material may not be removed solely because it presents ideas that may be unpopular or offensive to some. Material under review will not be removed until a final determination is made to do so, unless the District Administrator determines that removing an item pending final determination is in the school's best interests.

Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items may be entertained.

[END OF OPTION TWO]

[OPTION THREE]

( ) Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should involve the following:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;



- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

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Last Modified by Steve LaVallee on August 29, 2022

Doc #	Title	Change Note
PO0100	Definitions	Changes OK
PO0161	Parliamentary Authority	Changes are unneeded. A copy of the most current revision of Robert's Rules of Order, Newly Revised should be available for every Board meeting for reference as needed.
PO1213	Student Supervision and Welfare	<p>Gender neutral changes are unnecessary. The one line change should only state 'administrator's own child'. Any other 'relative' is up to the parent/guardian of that child/student - Parental rights will be maintained regardless of who the child/student is related to.</p> <ul style="list-style-type: none"> <li>• <b>The District can make the decision not have to make the changes to gender neutral terms, but all Federal Circuit Courts who have ruled and provided an interpretation of Title VII, as well as the current EEOC &amp; OCR interpretations, gender identity is considered part of “sex” and to provide districts with our best guidance under the law we have included these changes.</b></li> <li>• <b>It is up to the Board if they would like to limit it to “administrator’s own child”. However, the purpose was to accommodate postings of pictures from events such as birthday parties or other family gatherings where a staff member may include cousins or other relatives in the post.</b></li> </ul>
PO3213	Student Supervision and Welfare	<p>Gender neutral changes are unnecessary. The one line change should only state 'professional staff member's own child'. Any other 'relative' is up to the parent/guardian of that child/student - Parental rights will be maintained regardless of who the child/student is related to.</p> <ul style="list-style-type: none"> <li>• <b>See notes related to PO 1213</b></li> </ul>
PO4213	Student Supervision and Welfare	<p>Gender neutral changes are unnecessary. The one line change should only state 'support staff member's own child'. Any other 'relative' is up to the parent/guardian of that child/student - Parental rights will be maintained regardless of who the child/student is related to.</p> <ul style="list-style-type: none"> <li>• <b>See notes related to PO 1213</b></li> </ul>
PO1421	Criminal History Record Check and Employee Self Reporting Requirements	<p>Changes OK</p> <p>Question why we need 3 documents that say the same thing. An overall statement of 'recommends for employment on the District's staff' would cover all areas of staffing and reduce the opportunity for missing training for the affected staff.</p> <ul style="list-style-type: none"> <li>• <b>Neola has separate sections for administrators, professional staff, and support staff to reflect possible policy and/or guideline differences.</b></li> </ul>
PO3121	Criminal History Record Check and Employee Self	<p>Changes OK</p> <p>Question why we need 3 documents that say the same thing. An overall statement of 'recommends for employment on the District's staff' would cover all areas of staffing and reduce the opportunity for missing training for the affected staff.</p>



	Reporting Requirements	<ul style="list-style-type: none"> <li>• See note for 1421</li> </ul>
PO4121	Criminal History Record Check and Employee Self Reporting Requirements	<p>Changes OK</p> <p>Question why we need 3 documents that say the same thing. An overall statement of 'recommends for employment on the District's staff' would cover all areas of staffing and reduce the opportunity for missing training for the affected staff.</p> <ul style="list-style-type: none"> <li>• See note for 1421</li> </ul>

Doc #	Title	Change Note
PO2260.02	Services for Bilingual Students/ English Learners	<p>Please indicate which statute allows --&gt; "However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration."?</p> <p>PI 13 clearly states:</p> <p>(2) Test administration.</p> <p>(a) A school board, charter school, and private choice school may not exempt LEP pupils from tests based solely on their LEP status.</p> <p>It is proposed that the statement of 'and/or is sensory impaired' be removed from this document - where are we then addressing our policies concerning the sensory impaired?</p> <p>Gender neutral changes are unnecessary.</p> <ul style="list-style-type: none"> <li>• "Sensory Impaired" students would receive services through Individuals with Disability Education Act (IDEA) or as sometimes known as "programs for students with disabilities"</li> <li>• See previous note regarding gender neutral changes.</li> <li>• From DPI Bilingual Student/English Learner Handbook.</li> </ul> <p style="text-align: center;"><b>Recently Arrived EL Exemption</b></p> <p><b>While EL supports are provided on all statewide assessments, limited EL supports are appropriate for the ELA content areas. Recently Arrived ELs are allowed a one-time exemption from the ELA sections of any mandatory statewide assessment.</b></p> <p style="text-align: center;"><b><u>20 U.S.C. § 6311 (b) (3)</u></b></p>

		<p><b><u>A Recently Arrived EL for whom a district is requesting an ELA exemption must meet the following criteria. The student:</u></b></p> <ul style="list-style-type: none"> <li>● <b><u>has been enrolled in U.S. schools for less than 12 cumulative months. Note: U.S. schools are defined for this purpose as only the 50 states and Washington, D.C. Students from Puerto Rico and other U.S. territories may claim this exemption.</u></b></li> <li>● <b><u>has not taken the one-time exemption before</u></b></li> </ul> <p><b>If a student meets these criteria, indicate the exemption within the vendor portal using the non-tested code of RAE for Recently Arrived EL.</b></p> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>● <b>This applies to all ELA sections on any statewide content assessment. Different assessments use different terms for these sections, and the qualifying content areas may include Reading, Writing, English, etc.</b></li> <li>● <b>Districts set their own policies for locally mandated assessments such as Star or MAP. Districts should consult with their test vendors to determine available and applicable language supports and accommodations, and to determine if the tests were normed for ELs and newcomers. In setting policies for the administration and evaluation of district-mandated tests, districts should consider the validity and reliability of the assessment for newcomers at lower levels of English proficiency and familiarity with the U.S. school system.</b></li> <li>● <b>ELs for whom this exemption is claimed must take the ACCESS for ELLs during the school year of the exemption, which counts for participation on the ELA section(s) exempted. Students arriving in the small window between the end of ACCESS for ELLs testing and the end of academic content testing are exempt from this requirement.</b></li> </ul> <p style="text-align: center;">○</p>
PO2414	Human Growth and Development	<p>The proposed changes to this policy can be addressed when the next advisory committee is scheduled to convene. -- &gt; Per PO0155-Committees the Human Growth &amp; Development Committee meets every three years. 118.019 (5) Advisory committee. In any school district that offers a human growth and development curriculum, the school board shall appoint an ad hoc advisory committee whose role is to advise the school board on the design and implementation of the human growth and development curriculum and to review the curriculum. Parents, teachers, school administrators, pupils, health care professionals, members of the clergy, and other residents of the school district shall comprise the committee. No one category of member shall constitute more than one-fifth of the membership of the committee, except that parents may comprise more than one-fifth of the membership of the committee. No more than one quarter of the members of the committee may be made up of employees of the school district or their spouses or members of the school board or their spouses.</p>



<p>PO2460.0 3</p>	<p>Independent Educational Evaluation (IEE)</p>	<p>"The revision is required for legal compliance." is what is noted within the overview sheet -- NO legal notations are noted to confirm that these changes support a legal reference and the policy itself does not list any legal references for compliance.</p> <p>Please define the exact legal reference being referred to.</p> <p>Policy should not be changed until legal information can be reviewed.</p> <p><b>From DPI Bulletin</b></p> <p><b>10. May a local educational agency establish policies to ensure that an IEE is obtained at a reasonable cost?</b></p> <p>The agency may establish maximum allowable costs for IEEs. However, the agency must set the maximums so that they permit parents to choose from among the qualified examiners in the area and only eliminate unreasonable fees. An agency must permit parents to show that unique circumstances justify an IEE that exceeds the district's maximum allowable cost. <u>If unique circumstances justify an IEE that exceeds the maximum allowable cost, the agency must ensure that the IEE is publicly funded. If the total cost for an IEE exceeds the local educational agency's cost criteria and there is no justification for the excess cost, the cost of the IEE must be publicly funded up to the agency's maximum allowable cost.</u></p> <p><b>From DPI Special Education Procedures Manual</b></p> <p><b>Independent Educational Evaluations</b></p> <p>A parent may obtain an independent educational evaluation of his or her child. If a parent requests information from the local educational agency about an independent evaluation, the local educational agency provides the parent with information about where an independent evaluation may be obtained and the agency criteria applicable for independent educational evaluations. A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the local educational agency. "Public expense" means the local educational agency either pays for the full cost of the evaluation or ensures the evaluation is otherwise provided at no cost to the parent.</p> <p><u>If a parent requests an independent educational evaluation at public expense, the local educational agency, without unnecessary delay, either initiates a due process hearing to show its evaluation is appropriate or ensures an independent educational evaluation is provided at public expense unless the local educational agency demonstrates in a due process hearing that the evaluation obtained by the parent did not meet local educational agency criteria.</u></p> <p><u>If a parent requests an independent educational evaluation, the local educational agency may ask for the parent's reason why he or she objects to the public evaluation. However, the local educational agency does not require the explanation and the local educational agency does not unreasonably delay either providing the independent educational evaluation at public expense or initiating a due process hearing to defend the public evaluation. A</u></p>
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parent is entitled to only one independent educational evaluation at public expense each time the local educational agency conducts an evaluation with which the parent disagrees.

If the local educational agency initiates a hearing and the final decision is that the local educational agency's evaluation is appropriate, the parent still has the right to an independent educational evaluation but not at public expense. If the parent obtains an independent educational evaluation at public expense or shares with the local educational agency an evaluation obtained at private expense, the results of the evaluation must be considered by the local educational agency, if it meets agency criteria, in any decision made with respect to the provision of FAPE to the child.

If a hearing officer requests an independent educational evaluation as part of a hearing, the cost of the evaluation must be at public expense. When an independent educational evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, is the same as the criteria that the local educational agency uses when it initiates an evaluation to the extent that those criteria are consistent with the parent's right to an independent educational evaluation. Except for the criteria described above, the local educational agency does not impose conditions or timelines related to obtaining an independent educational evaluation at public expense. 34 CFR § 300.502.

### § 300.502 - Independent educational evaluation.

(a) *General.* (1) The parents of a child with a disability have the right under this part to obtain an independent educational evaluation of the child, subject to paragraphs (b) through (e) of this section.

(2) Each public agency must provide to parents, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained, and the agency criteria applicable for independent educational evaluations as set forth in paragraph (e) of this section.

(3) For the purposes of this subpart -

(i) *Independent educational evaluation* means an evaluation conducted by a qualified examiner who is not employed by the public agency responsible for the education of the child in question; and

(ii) *Public expense* means that the public agency either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent, consistent with § 300.103.

(b) *Parent right to evaluation at public expense.* (1) A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the public agency, subject to the conditions in paragraphs (b)(2) through (4) of this section.

(2) If a parent requests an independent educational evaluation at public expense, the public agency must, without unnecessary delay, either -



		<p>(i) File a due process complaint to request a hearing to show that its evaluation is appropriate; or</p> <p>(ii) Ensure that an independent educational evaluation is provided at public expense, unless the agency demonstrates in a hearing pursuant to §§ 300.507 through 300.513 that the evaluation obtained by the parent did not meet agency criteria.</p> <p>(3) If the public agency files a due process complaint notice to request a hearing and the final decision is that the agency's evaluation is appropriate, the parent still has the right to an independent educational evaluation, but not at public expense.</p> <p>(4) If a parent requests an independent educational evaluation, the public agency may ask for the parent's reason why he or she objects to the public evaluation. However, the public agency may not require the parent to provide an explanation and may not unreasonably delay either providing the independent educational evaluation at public expense or filing a due process complaint to request a due process hearing to defend the public evaluation.</p> <p>(5) A parent is entitled to only one independent educational evaluation at public expense each time the public agency conducts an evaluation with which the parent disagrees.</p> <p>(c) <i>Parent-initiated evaluations.</i> If the parent obtains an independent educational evaluation at public expense or shares with the public agency an evaluation obtained at private expense, the results of the evaluation -</p> <p>(1) Must be considered by the public agency, if it meets agency criteria, in any decision made with respect to the provision of FAPE to the child; and</p> <p>(2) May be presented by any party as evidence at a hearing on a due process complaint under subpart E of this part regarding that child.</p> <p>(d) <i>Requests for evaluations by hearing officers.</i> If a hearing officer requests an independent educational evaluation as part of a hearing on a due process complaint, the cost of the evaluation must be at public expense.</p> <p>(e) <i>Agency criteria.</i> (1) If an independent educational evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation, to the extent those criteria are consistent with the parent's right to an independent educational evaluation.</p> <p>(2) Except for the criteria described in paragraph (e)(1) of this section, a public agency may not impose conditions or timelines related to obtaining an independent educational evaluation at public expense.</p>
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PO2522	Library Media Centers	<p>This change should be set aside and the P&amp;HR endorsed changes to this policy from 01/31/22 take precedence. This endorsement was never brought to the full board for approval. (The committee and library personnel worked for several months on the updates endorsed on 01/31/22 and should be brought to the full board as it covers the proposed SDM review process.)</p> <p>The endorsed 01/31/22 document is included as an additional attachment.</p> <ul style="list-style-type: none"> <li>● <b>I was aware of the specific Manawa policy that had been developed and as such included both in the folder.</b></li> </ul>
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Doc #	Title	Change Note
PO2700.0 1	School Performance and State Accountability Report Cards	<p>It is obvious that the changes proposed do not fully address the statutory changes within WI Statute 115.385. - <a href="#">see note below</a></p> <p>For example -&gt; 115.385 1 (d) is not addressed.</p> <p>The line 'The report shall generally include the following information, as required or modified by the State Superintendent:' is not an accurate statement as WI State Statute defines what is required in the School Accountability. It should read 'as required or modified by the State Legislature'.</p> <p>--&gt;Removing the statement 'sent simultaneously' is a direct violation of the WI Statute 115.385 (4) Annually, each public school, including a charter school, and each private school participating in a parental choice program under s. 118.60 or 119.23 shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. <b><u>Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district,</u></b> including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection.</p> <ul style="list-style-type: none"> <li>● <b>The section referenced in the policy is with regard to the “School Performance Report” as outlined in 115.38 WI Stat. which is different than the “Accountability Report” or school/district report card.refernced in 115.385 WI Stat. The statute related to the School Performance Report reads as such:</b> <ul style="list-style-type: none"> <li>○ <b><u>115.38 School performance report; educational program review.</u></b></li> <li>○ <b><u>(1) The state superintendent shall develop a school and school district performance report for use by school districts under sub. (2). The report shall include all of the following by school and by school district:</u></b></li> </ul> </li> <li>● <b>The last section is with regard to the “State Accountability Report Card”. It states that the report card shall be provided to the parent with the “notice of educational options”. If the Board would like to include the word “simultaneously, we can do that but believe it is saying the same thing. However, I am</b></li> </ul>



		<b>aware of the focus on policy using the statute language.</b>
PO3120.0 4	Employment of Substitutes	<p>Changes OK</p> <p>P.I. 3.03(8) is listed as a legal reference. There is not P.I. 3 currently within the WI Administrative Codes. Please remove/update the legal references.</p> <ul style="list-style-type: none"> <li>● <b><u>Here is the language from PI 3.03(8): (8) SUBSTITUTE TEACHER LICENSE AND PERMIT. (a) Substitute teacher license. 1. A substitute teacher license may be issued for a period of 5 years to an applicant who has held or is eligible to hold a regular Wisconsin license or the equivalent license in another state. Any teacher who holds a regular license may substitute teach as specified in subd. 2.</u></b></li> </ul>
PO4120.0 4	Employment of Substitutes	<p>Changes OK</p> <p>P.I. 3.03(8) is listed as a legal reference. There is not P.I. 3 currently within the WI Administrative Codes. Please remove/update the legal references.</p> <ul style="list-style-type: none"> <li>● <b>See note for 3120.04</b></li> </ul>
PO3425	Benefits	<p>Changes OK</p> <p>Unsure why we need 2 documents that state the same thing.</p> <ul style="list-style-type: none"> <li>● <b>See previous note regarding separate sections for different personnel.</b></li> </ul>
PO4425	Benefits	<p>Changes OK</p> <p>Unsure why we need 2 documents that state the same thing.</p> <ul style="list-style-type: none"> <li>● <b>See note above.</b></li> </ul>
PO5113	Open Enrollment Program (Inter District)	<p>Additional information of our current practice is needed, i.e. waiting list, sibling status, tuition, etc. in order to determine the proposed changes and options.</p> <ul style="list-style-type: none"> <li>● <b>This policy will require discussion at the policy committee meeting.</b></li> </ul>
PO5340	Student Accident/ Illness/ Concussion	<p>Gender neutral changes are not needed.</p> <p>The 3 added 'Information' paragraphs should be bulleted to ensure all 3 requirements are understood/addressed. Can we confirm that this information was addressed in our student athletic packets? Where are we finding the information developed by the DPI and WIAA?</p> <ul style="list-style-type: none"> <li>● <b>WIAA Link - <a href="https://www.wiaawi.org/Health/Sudden-Cardiac-Arrest">https://www.wiaawi.org/Health/Sudden-Cardiac-Arrest</a></b></li> <li>● <b>DPI Link - <a href="https://dpi.wi.gov/sped/sudden-cardiac-arrest-information-now-available">https://dpi.wi.gov/sped/sudden-cardiac-arrest-information-now-available</a></b></li> <li>● <b>Bulleted paragraphs as suggested.</b></li> </ul>

Doc #	Title	Change Note
PO5517.0 1	Bullying	<p>State statute wording is --&gt; Annually, the school board shall distribute the policy to all pupils enrolled in the school district and to their parents or guardians. Our wording should directly reflect the verbiage within the Statute. All new hires option should be selected in order to confirm training completeness and the annual summary report should be continued as is our current practice.</p> <ul style="list-style-type: none"> <li>• <b>By definition, in Bylaw 0100, parent includes "guardian". However, I have incorporated the exact statute wording.</b></li> <li>• <b>It is up to the Board regarding the optional language.</b></li> </ul>
PO7440.0 1	Video Surveillance and Electronic Monitoring	Gender neutral change is not needed. As our current policy indicates that we utilize audio surveillance, I would like confirmation of what our legal counsel advised at the time the verbiage 'audio surveillance' was added to the existing policy so that we understand our potential liability.
PO8146	Notification of Educational Options	Changes OK
PO8510	Wellness	Changes are OK as they have been discussed within P&HR committee for several months. The only remaining questions/concerns - can we ensure that each student as at least 20 minutes to eat lunch after being seated and that all students have all of the lunch options available to them no matter if they are at the beginning of the lunch period or at the end - i.e. sour cream, cheese, sauces are available to EVERY student coming through the lunch line.
PO8740	Protection of District Funds	<p>Options should include monies and property, but we need to confirm that as stated within the current policy we are bonded and that bonding will cover both monies and property.</p> <ul style="list-style-type: none"> <li>• <b>As noted, recommended review by Business Manager.</b></li> </ul>
	Maintenance of Effort and Maintenance of Equity	<p>Need the overview from Administration before making any determinations on this proposed policy.</p> <ul style="list-style-type: none"> <li>• <b>Not sure on the source for this policy. Is it related to Title I?</b></li> </ul>
AG2522	Student Use of Library/Media Centers	Changes to this AG should not be taken. Key changes are within the proposed policy changes endorsed by P&HR committee on 01/31/22.
AG3170	Substance Abuse	Delete OK



AG4170	Substance Abuse	Delete OK
AG3421	Federal Group Health Continuation (COBRA)	Deletion OK after approval of the updated policies.

Doc #	Title	Change Note
AG4421	Federal Group Health Continuation (COBRA)	Deletion OK after approval of the updated policies.
AG5113	Admission of Students Participating Under Open Enrollment	Do we need this AG if the majority of the information is covered within the Policy? If we need the AG, do we need to repeat areas covered within the Policy? Gender neutral changes are not needed.
AG5410	Promotion, Placement, and Retention	Verbiage needs to match - we either have a Student Intervention Team or we have a Building Consultation Team. We can't select options that include multiple inputs and then also state "Final decisions on student promotion, transfer, or retention rest with the building principal." The statements need to agree and cause no chance of misunderstanding. How are we addressing if a parent requests that a student be held back/retained? We state that there is an appeal process - is there some sort of form or standard email/memo that needs to be submitted?



Book	Policy Manual
Section	2000 Program
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	Proposed to Policy & Human Resources Committee
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 **must be reviewed and approved by the Board at least two months prior to administration**:
  - 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) **as found in the online registration section of the student information system (Skyward)**.

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 Melanie J Oppor on September 29, 2022



Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of PROCEDURES FOR INSPECTION OF SURVEYS, ADMINISTERED OR DISTRIBUTED TO STUDENTS
Code	ag2416
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018

#### 2416 - PROCEDURES FOR INSPECTION OF SURVEYS, ADMINISTERED OR DISTRIBUTED TO STUDENTS

This guideline describes the procedure for parents to use when requesting a survey created by a third party or a survey containing any one (1) or more of the following items:

- A. political affiliation(s) or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- 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).

The parent should **provide the following information in writing complete Form 2416 F1 submit it** to the principal: **parent name, parent address, the name of the school their child attends, and the name of the survey they wish to inspect.** Upon receipt of **a written request Form 2416 F1**, the principal will arrange for the parent to inspect the survey within five (5) days.

Where written consent is not required prior to administering or distributing the survey, the parent shall submit any objections to having their child participate in the survey to the principal within three (3) days of inspecting the survey. **The parent may also submit any concerns or complaints about the survey as provided under Policy 9130 and AG 9130A.**

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Book	Policy Manual
Section	5000 Students
Title	Copy of PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	Proposed to Policy & Human Resources Committee
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.

~~**THowever,**~~ technology **not issued by the District,** including, but not limited to, PCDs **intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers)** will **not** be permitted **in the classroom for safety and security reasons,** ~~**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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Last Modified by Melanie J Oppor on September 29, 2022



Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	Proposed to Policy & Human Resources Committee
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**

**All Student-led fundraisers must be approved by the Board. A club or organization must submit the online Fundraising Request Form two (2) months prior to the start of the sale to allow adequate time for approval.** 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 **Principal District Administrator**.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations **such as, but not limited to, booster clubs, PTO, or FFA Alumni**, 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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Wis. Stat. 103.23

Last Modified by Melanie J Oppor on September 29, 2022

# Fundraising Request Form

All fundraisers must be approved by the Board of Education. When requesting a fundraiser, please submit this form 2 months prior to the start of the sale to allow for adequate time for approval. Reference Policy 5830 and 9700.01 for more information.

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**\* Required**

1. What group is fundraising? \*

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2. What is the fundraiser? (i.e. what is being sold?) \*

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3. What is the purpose for the funds being raised? (be specific) \*

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4. Will food or beverages be sold to students for consumption on campus? [Fundraisers and Smart Snacks: Foods Not Intended for Consumption at School](#) \*

Mark only one oval.

- Yes    *Skip to question 5*
- No    *Skip to question 8*

Food or  
Beverage  
Sales for  
Students

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. No sales may occur before school until 30 minutes after breakfast AND 30 minutes before the first lunch service until 30 minutes after the last lunch service.

5. Will the food or beverages sold to students meet the current USDA Dietary Guidelines for Americans and the Smart Snack Rules? [Smart Snacks In A Nutshell](#)

Mark only one oval.

- Yes    *Skip to question 6*
- No    *Skip to question 7*

Yes, food meets Smart Snack Rules

6. If approved, what day do you propose the fundraiser to start and end on?

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No,  
food  
does  
not  
meet  
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. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

7. If approved, this fundraiser will be considered an exemption. What day do you propose the fundraiser to start and end on? (may not exceed 2 weeks)

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Not a Food or Beverage Fundraiser

8. If approved, what day do you propose the fundraiser to start and end on? \*

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# 2022 Checklist of Website Information Required by Policy

*Some policies require, often due to State statute or Federal regulation, that certain information be posted on a District's website. Please note such requirements in Neola policy templates.*

**Bylaw 0151.2 – Required Student Academic Standards Agenda Item**

Districts must annually post notice of its student academic standards, adopted by the Board at its first meeting in July. Such notice may be posted electronically, including posting the notice or a link to the student academic standards on the District's website.

*[NOTE: See Fond du Lac for an example: About Us/Annual Notices/Student Academic Standards.]*

**Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**

Districts must post the training materials (not just an outline or document titles) on the District's website. In addition, the Title IX Coordinator's contact information must also be on the website; the link to BoardDocs for all Board policies is not sufficient to meet this requirement.

*[NOTE: See Cedar Grove-Belgium for an example: Home/Quick Links/Title IX Information.]*

**Policy 2420 – Education for Employment**

Districts must post the Board-approved Education For Employment long-range plan and the annual report that describes the education for employment program's current progress and future goals related to improving student postsecondary outcomes.

*[NOTE: See Cedarburg for an example: Departments/Student Services/E4E.]*

**Policy 2531 – Copyrighted Works**

Districts must appoint a person to serve as its agent to receive notification of claimed copyright infringement. The District must post a link to the agent's name, mailing address, telephone number, fax number, and email address on the home page of the District's website.

*[NOTE: See Oshkosh for an example: District/Public Notice.]*

**Policy 2700.01 – School Performance and State Accountability Report Cards**

Districts must post a link to the WISEdash Public Portal to meet the State School Performance Report requirements.

*[NOTE: See Horicon for an example: District/School Performance Report.]*

**Policy 5330 – Administration of Medication/Emergency Care**

Any District that maintains its own supply of epinephrine auto-injectors must post its physician-approved epinephrine auto-injector plan on the District website, in accordance with the option at the end of the policy.

*[NOTE: See Plymouth for an example: Students & Families/Health Services/Epinephrine Stock...]*

**Policy 7544 – Use of Social Media**

Districts that select the option in the third paragraph of this policy requiring the posting of District-approved social media sites/platforms on the District's website (and the corresponding option in the definition of Social Media in Policy 0100 – Definitions) must post such a list.

*[NOTE: See Beaver Dam for an example: Students & Families/Families/District Social Media.]*

❑ **Policy 8146 – Educational Options**

Districts must post on its website a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program, and the early college credit program. A district that does not operate high school grades is not required to include an educational option offered only to high school pupils

*[NOTE: See DodgeLand for an example: District/District Info/Annual Parent Notices/Ed Options.]*

❑ **Policy 8500 – Food Services**

Districts that select the option—located in the Negative Account Balance section—that requires posting of the policy on the District website must do so. Just having the link to BoardDocs for all Board policies is not sufficient to meet this option.

*[NOTE: See Lomira for an example: About/Links/Food Service.]*

❑ **Policy 8510 – Wellness**

Districts must post the Wellness policy as well as the assessment of the implementation of the policy prepared by the District.

*[NOTE: See Kewaskum for an example: About Us/Departments/Nutrition Services/Imp. Links.]*

## Website Link Required by Statute

❑ **Wis. Stat. 118.015(4)(d) – Wisconsin’s Information Guidebook on Dyslexia & Related Conditions**

Districts must post a link to Wisconsin’s Informational Guidebook on Dyslexia and Related Conditions on their website. (The DPI must revise the Guidebook no less than every 3 years.)

*[REQUIRED LINK: [https://dpi.wi.gov/sites/default/files/imce/reading/Dyslexia\\_Guidebook.pdf](https://dpi.wi.gov/sites/default/files/imce/reading/Dyslexia_Guidebook.pdf)]*

## 2022 District Website Postings for Special Circumstances

❑ **Bylaw 0142.1 – Electoral Process**

If an incumbent Board member files written notification that the incumbent is not a candidate for re-election to their office, or fails to file a declaration of candidacy by the statutory deadline referenced in this Bylaw, then the District must promptly provide public notice of that fact on the District’s website.

❑ **Bylaw 0165.1 – Notice of Meetings**

If a District uses the statutory option of providing public notice on its website of Board meetings, and other meetings as required by law, then the District must post the meeting notice in at least one (1) public place likely to give notice to persons affected as well as on the District’s website.

❑ **Bylaw 0168.1 – Meeting Minutes**

If a District does not have an official newspaper, it may choose to publicize Board meeting minutes, as well as minutes of other meetings as required by law, on the District website to satisfy the requirement of District-wide distribution of the meeting minutes within forty-five (45) days following the meeting.



## 2022-23 Neola Annual Listing of Postings & Notices

Listed below is the updated Listing of Posting and Notices for the 2022-23 school year. Some materials referenced on this list appear more than once. However, each time a policy, administrative guideline, or form appears on the list, it is referencing and satisfying a different posting notice or requirement. Some of the posting and notice requirements are listed separately so districts have a way to quickly check and determine that a posting or notice requirement has been met. Please note that this is a partial list. As you developed your District's policies and guidelines you may have included additional notices and postings. Please also be sure that the U.S. Department of Labor and Wisconsin Department of Workforce Development required postings are in a visible location. Samples of these required postings are on the respective websites of those governmental departments.

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	4	
	Title IX Sexual Harassment	5	
	Student Nondiscrimination in Career and Technical Education	5	
	Genetic Information Nondiscrimination Act	5	
	Course Description Materials	5	
	Student Records & Directory Information	6	
	Student Harassment and Other Forms of Aggressive Behavior	6	
	Accommodation of Sincerely Held Religious Beliefs	6	
	Human Growth and Development	6	
	Surveys, Student Privacy, and Parental Review and Access	7	
	Parents Right to Inspect Instructional Materials	7	
	Program or Curriculum Modification	7	
	Personal Communication Devices	7	
	Title I Parent and Family Member Participation	7	
	Title I Parents Right to Know	7	
	Title I Special Notice of Staff Qualifications	7	
	Title I State Assessment Opt-Out	8	
	Title I Assessment Information	8	
	Title I Report Card	8	
	Programs for English Learners	8	
	Education of Homeless Children and Youth	8	
	Early College Credit Program	8	
	Child Nutrition Programs and Free/Reduced Meals	9	
	Meal Charge Policy	9	

## 2022-23 Neola Annual Listing of Postings & Notices

<b>DATE COMPLETED</b>	<b>NOTIFICATION TOPIC</b>	<b>PAGE</b>	<b>STAFF ASSIGNED</b>
	Nondiscrimination in Food Service Program	9	
	Bullying and Other Forms of Aggressive Behavior	9	
	Student Code of Classroom Conduct	9	
	Student Attendance	9	
	Student Attendance of Open-Enrollment Students and Habitual Truancy	10	
	Student Attendance and Habitual Truancy	10	
	Authorization for Release of Student to a Non-Custodial Person	10	
	Filing a Complaint under FERPA	10	
	Weapons on School Grounds or at School Events	10	
	Student Locker Searches	10	
	Student Drug Prevention	11	
	Emergency Medical Authorization for Students	11	
	Immunization	11	
	Epinephrine Auto-Injector Plan	11	
	Concussion and Head Injury	11	
	Sudden Cardiac Arrest	11	
	Student Insurance Coverage	12	
	Nonemergency Invasive Physical Examinations	12	
	Meningococcal Disease	12	
	Asbestos Abatement Notification	12	
	Blanket Authorization for Extra-Curricular Trips	12	
	Staff Family and Medical Leave Act (FMLA)	12	
	Staff Anti-Harassment	12	
	Suicide Prevention Resources	12	
	Toxic Hazards Information for Staff	12	
	Pesticide Application	12	
	Indoor Environmental Quality Plan	13	
	Hepatitis B Request or Waiver for Staff	13	
	Blood-borne Pathogens Training for Staff	13	
	HIPPA Compliance Reminder for Staff	13	

## 2022-23 Neola Annual Listing of Postings & Notices

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Federal Drug Regulations for Staff	13	
	Fair Labor Standards Act (FLSA)	13	
	Information Management – Litigation Hold Procedure	13	
	Respirator Authorization	13	
	Public Records Notice	13	
	Video Surveillance Posting	13	
	School and District Performance Reports	14	
	OSHA 300 Posting of Prior Year Accidents	14	
	Rules for Visitors on School Grounds	14	
	Notice to Media Regarding Board Members Individual Statements	14	
	Job Recruitment Materials and Job Announcements	14	
	Military Recruiter Access to Student Data	14	
	Notice of Board’s Adopted Academic Standards	15	
	Board Adoption of Academic Standards	15	
	Notice of Educational Options	15	
	Notice of Special Needs Scholarship	15	
	DPI School Accountability Report	16	
	Child Find Notice	16	
	Notice for Virtual Charter School	16	
	Wellness Policy	16	
	Wellness Policy Report Card	17	
	State Assessments	17	
	Academic and Career Planning Services	17	
	Education for Employment	17	
	Title VII Parent and Indian Tribe Notice	17	
	Special Education Procedures and Services	17	
	Special Education Procedural Notice to Parents of a Student with a Disability	17	



## 2022-23 Neola Annual Listing of Postings & Notices

**L = Required by Law**

**R = Recommended in Policy or Guidelines**

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student and Staff Nondiscrimination and Student Access to Equal Educational Opportunity	po2260 po2260.01 po5517 po1422 po3122 po4122 po1623 po3123 po4123 po1662 po3362 po4362	Title IX 34 C.F.R. 106.9 Section 504 34 C.F.R. 104.8 Title II 28 C.F.R. 35.106 PI 9.05	Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District and published in any District statement regarding the availability of educational services. PI 9.05 requires that the name and address of the employee(s) who will hear complaints and the complaint procedure must be included and must be published in the official newspaper (as a Class 1 legal notice) and in Student/Parent and Staff Handbooks, course catalogs, and the District newsletter. The posting should also be on school and District websites. These statements must also include citations to all applicable Federal laws (Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106) (Students - Policy 2260, AG 2260D & Form 2260 F2, Staff - Policy 1422, 3122 & 4122) PI 9.05 requires that the name and telephone number of the Civil Rights Compliance officer(s) shall be included in the student/parent handbook. (see Form 2260 F2)	Class 1 legal notice must be published by Mid-August with Back-to-School materials and information. Must be published in Student & Staff Handbooks and any other materials distributed to the public describing school activities and to job applicants. Also, notice of the policy on nondiscrimination in employment practices and the identity of the district's Compliance Officer(s) must be published on the district's website, posted throughout the district, and included in the district's recruitment statements or general information publications.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title IX Sexual Harassment	po2266	34 C.F.R. Part 106	Notice to students, parents, employees, unions, and job applicants of the district's nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the district will respond. The notice must also specify the Title IX Coordinator(s) and his/her contact information. The notice must include language that the district does not discriminate on the basis of sex in the education program or activity that it operates or employment. The notice must state that inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator(s) or the Assistant Secretary of Education, or both. The notice must include information that ANY person may report sexual discrimination, including sexual harassment, to the district's Title IX Coordinator(s), regardless of whether the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.	The district must prominently display the contact information for the Title IX Coordinator(s) and its Title IX policy on its website and in each handbook. Also must disseminate updated policies, and publish and maintain all Title IX grievance procedures.
L	Student Nondiscrimination in Career and Technical Education	po2421	34 C.F.R. Part 100	Annual notice to students, parents, staff, and public that the district offers its career and technical education program on a nondiscriminatory basis. Included must be a summary description of courses, programs, enrollment requirements, and the contact information for the district's Compliance Officer(s) who receive nondiscrimination violation complaints.	Include annually with other nondiscrimination notices.
L	Genetic Information Nondiscrimination Act (GINA)	po1422.02 po3122.02 po4122.02	42 U.S.C. 2000ff 29 C.F.R. Part 1635	Notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 must be provided to staff members that also explains all district requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information.	Must be published in Staff Handbook. May also be posted with other required Dept. of Labor posters.
L	Course Description Manuals	po2230	PI 9	All course description manuals must include the nondiscrimination information identified above, AND the following statement: "All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes")."	Must be published in course description guides and any materials providing course or program options.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Records  (including FERPA rights and Student Directory Data/Information)	po8330 ag8330	20 U.S.C. 1232g 34 C.F.R. Part 99 Wis. Stat. 118.125 (2)(j)	Include the definition of student "Directory Information" in student/parent handbooks, District newsletter and/or local media. Parents and students shall be notified annually of the categories of student record information which have been designated as "directory information" and their right: 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records; 3) to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; 4) to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and 5) to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. (see Form 8330 F9) For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her parent at the time and place of enrollment. The notice shall also indicate that student records shall be forwarded to other schools if the student seeks enrollment in those schools.	Notice in District's official newspaper must be published in mid-August.  Must be published in Student/Parent Handbooks.
L	Student Harassment	po5517	Wis. Stat. 118.13 PI 9 PI 41 Title IX 20 U.S.C. 1701 29 U.S.C. 794 42 U.S.C. 12101	Include in the Student/Parent Handbook information on disciplinary actions to be taken to halt student harassment. Include in the handbook notice of the District's policy on aggressive behavior toward students. A copy of the student Anti-Harassment Policy, including the reporting, investigation and resolution procedures, must be available in the school office and shall be made available upon request to parents, students, and other interested parties.	Must be published annually in the Student/Parent Handbook.
L	Accommodation of Sincerely Held Religious Beliefs	po2240 po2270 ag2240B	Wis. Stat. 115.28(31) WI PI 41.04(1)(a)	Annual written notification in the Student/Parent Handbook that if either the class content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes. Include in the notice the rules and the complaint process including their right of appeal. Instructors must also be informed of this policy.	Must be published annually in the Student/Parent Handbook.
L	Human Growth and Development	po2414	Wis. Stat. 118.019(3)	The notice shall provide parents annually with an outline of the Human Growth and Development program used in their child's grade level, as well as information regarding how the parent may inspect the complete program and instructional materials, and an explanation of the exemption under the statute. If the District does not provide instruction in Human Growth and Development a notice must be sent to parents prior to September 30 providing the information required by state statute 118.019(3).	Notice must be provided annually to parents.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Surveys, Student Privacy, and Parental Review and Access	po2416 ag2416	20 U.S.C. 1232g 20 U.S.C. 1232h	The District will notify parents at least annually at the beginning of the school year of the specific or approximate dates when the administration of any survey by a third party that contains one or more of the items described in A through H of Policy 2416 are scheduled. The notice must include their right to review the survey. A special notice is required if the district makes any substantive changes in the policy. Also, the notice shall provide 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. The notice must also inform parents of the opportunity to opt their child(ren) out of participation in any survey involving any of the items above.	Notice must be provided annually in mid-August and when changes are made in the policy.
L	Parents Right to Inspect Instructional Materials	po2416 po9130		Annual notification to parents of their right to inspect instructional materials. (see Form 9130 F4)	Published in Student/Parent Handbook or annual notice.
L	Program or Curriculum Modification	po2451	Wis. Stat. 118.15	Notification to students and parents of statutory right to request program or curriculum modifications under Policy 2451 and the process the district uses for responding to such requests.	Published in Student/Parent Handbook or annual notice.
L	Personal Communication Devices	po5136	Wis. Stat. 118.258	Notice of restrictions on the student's use of Personal Communication Devices (PCDs) must be included in Student /Parent Handbooks. The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited.	Publish annually in Student/Parent Handbook.
L	Title I Parent and Family Engagement	po2261.01	20 U.S.C. 6318 ESSA (ESEA)	Title I districts are required to notify parents of the parent and family engagement policy.	Annually distribute to Title I parents and families the policy specifying the participation opportunities.
L	Title I Parents Right to Know	po2261.02	20 U.S.C. 6312	At the beginning of the school year notify all parents of children in Title I programs or school-wide programs that they may request information regarding the professional qualifications of their child's classroom teacher and paraprofessionals providing support to their child.	Annually notify parents in Mid-August.
L	Title I Special Notice of Staff Qualifications	po2261.02	20 U.S.C. 6312	ESSA requires parents to be given timely notice if the parent's child has been assigned, or taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified."	Timely notice to parents when applicable.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title I State Assessment Opt-Out	po2623	Wis. Stat. 118.30(2) 20 U.S.C. 6312	Parents of all students in schools receiving Title I funds must be notified that they may request information on how to opt their child out of state mandated assessments in grades 4, 8, 9, 10, and 11.	Annually notify parents in Mid-August.
L	Title I Assessment Information	po2623 po2261	20 U.S.C. 6312	For any district receiving Title I funds, all parents must annually be notified of required state and district assessments by grade level. Required information includes the subject matter assessed, the purpose of the assessment, the entity responsible for the requirement, the assessment schedule, and the format and timeline for providing the results.	Annual posting in an easily viewed place on the district website and each school's website.
L	Title I Report Card	po2261.03 po2700.01	20 U.S.C. 6311	For any district receiving Title I funds, an annual school district report card must be disseminated that includes specified information for schools and the district, is presented in a way that is easy for parents to understand, and is accessible.	Annual posting or DPI report link on the district website and each school's website.
L	Programs for English Learners	po2260.02 ag2260.02	Wis. Stat. 115.96(2) 20 U.S.C. 6312	Districts that are required to offer a bilingual-bicultural program must annually, within 30 days of the beginning of the school year, notify parents of identified students of the program, the registration procedures and the parental consent requirements for student placement in the program. Federal law also requires parents of students identified for participation specific descriptions of the program as contained in ESEA.	If required, annually notify parents in mid-August.
L	Education of Homeless Children and Youth	po5111.01 ag5111.01	42 U.S.C. 1431 McKinney-Vento Act	Public notice of the educational rights of homeless children is to be disseminated where such children receive services (for example, in family homeless shelters). In addition, the parent or guardian of the homeless student or unaccompanied youth is to be provided notice of the rights described in Policy 5111.01. Also, the District shall post in each school a public notice of the educational rights of children and youth experiencing homelessness. See DPI Sample Annual Notice: <a href="http://www.dpi.state.wi.us/homeless/pdf/annualnotice.pdf">http://www.dpi.state.wi.us/homeless/pdf/annualnotice.pdf</a>	Annual notice, preferably in mid-August. Individual notification when warranted.
L	Early College Credit Program	po2271 ag2271	Wis. Stats. 118.55(8) 118.385(4) 118.57 PI 40	Notice by October 1 of each year to students in grades 8- 11 and their parents of the Early College Credit Program, including any credit limit the Board has approved (must be 18 credits or more). Wis. Stat. 118.385(4) requires districts to simultaneously provide parents with information regarding the ECCP and other educational options when providing a copy of the District's annual accountability report (no specific date); however, 118.57 requires Class 1 legal notice of educational options annually by January 31. (See Educational Options requirements and Accountability Report requirements)	Annual notification of students in grades 8 – 11 required by October 1. Also, include notification in course selection materials.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Child Nutrition Programs and Free/Reduced Meals	po8531	Wis. Stats. 118.34 118.341 118.343 42 U.S.C. 1771	School districts in the National School Lunch or Breakfast programs or special milk programs are required to provide annual notice to each household of the programs offered and eligibility requirements for free and reduced price meals or milk. The application form must be included. See DPI guidelines at: <a href="https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications">https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications</a>	Published/Distributed by District in mid-August. Repeated at mid-year if required by policy.
L	Meal Charge Policy	po8500 ag8500A	USDA Guidance SP23-2017	Annually, before each school year, the district must notify in writing all households of its meal charge policy in multiple methods and media.	Distribute written notification to all households in mid-August with Free/Reduced Meal information. Include in Student/Parent Handbook, newsletters, and negative account balance communications.
L	Nondiscrimination in Food Service Program	po8500	USDA Guidance	The district must include the USDA nondiscrimination statement contained in Policy 8500 in all materials for programs administered by the district that are funded in whole or in part by the U.S. Department of Agriculture (USDA). Each school site must also post a "And Justice for All" poster that includes USDA nondiscrimination statement and the USDA contact information for filing a complaint.	Publish with food service menus, and food service information contained in handbooks, website, or other publications. Post required poster.
L	Bullying	po5517.01	Wis. Stat. 118.46	Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students. A summary will be incorporated in the Staff and Student/Parent Handbooks. All new hires will be required to review and sign off on the policy and related complaint procedure. An annual summary report must be presented to the Board and made available to the public.	Notification of policy published in Staff Handbook and Student/Parent Handbook.
R	Student Code of Classroom Conduct	po5500 ag5500 po5511 po5600	Wis. Stat. 120.13(1)(a)	Include in the Student/Parent Handbook information on the Student Code of Classroom Conduct, student dress code, disciplinary consequences, and due process protections.	Must be published annually in the Student/Parent Handbook.
L	Student Attendance	po5200 ag5200	Wis. Stat. 118.16(4)(d)	Publish in the Student/Parent Handbook a summary of the attendance policy.	Must be published annually in the Student/Parent Handbook.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Attendance of Open-Enrollment Students and Habitual Truancy	po5200 ag5200	PI 36.09(2)	Parents of open-enrollment applicants/students must be notified of the District's attendance policy, the definition of truancy, and the possible consequences of habitual truancy on the student's acceptance/continuation in the open enrollment program of the District.	Publish in attendance summary in Student/Parent Handbook. Also, notice must be provided immediately upon unexcused absence of an open enrollment student.
L	Student Attendance and Habitual Truancy	po5200 ag5200	Wis. Stat. 118.16	The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. Additional requirements are contained in Policy 5200.	Notification after each unexcused absence in accordance with Policy 5200.
R	Authorization for Release of Student to a Non-Custodial Person	po5230		Send home or use direct mailing for parent signatures authorizing student early dismissal to a non-custodial person. (see Form 5230 F1)	Provide notification during registration process and as needed.
L	Filing a Complaint under FERPA	ag8330	20 U.S.C. 1232 (FERPA)	Include in the Student/Parent Handbook the address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.	Must be published annually in the Student/Parent Handbook.
R	Weapons on School Grounds or at School Events	po3217 po4217 po5772 po7217	Wis. Stats. 120.13 948.605 948.61	Include in Staff Handbook and the Student/Parent Handbook notice of the prohibition of weapons on any school site or at any school related event.	Must be published annually in the Staff and Student/Parent Handbooks.
L	Student Locker Searches	po5771	Wis. Stat. 118.325	Notice in the Student/Parent Handbook that the lockers, desks, and storage areas used by the students are school property under the control of the School District. These areas are subject to random searches.	Must be published annually in the Student/Parent Handbook.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Drug Prevention	po5500 po5530 ag5530	Wis. Stat. 118.24(2)(f) DFSCA of 1989	Provide information about possession and use of alcohol/drugs and disciplinary consequences.(see Form 5530 F2)	Must be published annually in the Student/Parent Handbook, District newsletter(s), or a direct mailing.
R	Emergency Medical Authorization for Students	po5341		Distribute Form 5341 F1 or equivalent local Emergency Medical Authorization form or verification form for Student Information System data.	Distribute and collect medical authorization form as part of enrollment and/or registration.
L	Immunization	po5320	Wis. Stat. 252.04(5)(a)	By the 15th and the 25th school day after the date on which the student is admitted to a school, child care center, or nursery school, the school, child care center, or nursery school shall notify in writing any adult student or the parent, guardian, or legal custodian of any minor student who has not met the immunization or waiver requirements of this section. The notices shall cite the terms of those requirements and shall state that court action and forfeiture penalty could result due to noncompliance. The notices shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations.	Notice to affected students or parents by the statutory deadlines (15 <sup>th</sup> and 25 <sup>th</sup> school day).
L	Epinephrine Auto-Injector Plan	po5330	Wis. Stat. 118.2925	If the district has its own prescription for an emergency supply of epinephrine auto-injectors (Epi-Pen), then the district is required to post its Epinephrine Auto-Injector Plan on its website.	Post Epinephrine Auto-Injector Plan on website, as applicable.
L	Concussion and Head Injury	po5340	Wis. Stat. 118.293	At the beginning of a season of any athletic sport, a concussion and head injury information sheet shall be distributed to each coach and student participant. No student will be permitted to participate in any athletic activity unless that student, or his/her parent if the student is under age 19, has returned a signed concussion and head injury information sheet. A student is only required to return one signed sheet per school year in order to participate in athletics. (See below for required distribution of information regarding sudden cardiac arrest.)	Distribute during sign-ups for participation in athletics
L	Sudden Cardiac Arrest	po5340	Wis. Stat. 118.2935	Along with the concussion and head injury information sheet that is distributed to each coach and student participant 12 years of age or older engaged in a youth athletic activity, information regarding the nature and risk of sudden cardiac arrest must also be distributed. Such information shall be on the concussion and head injury information sheet that is signed by the parent and return before any student may participate.	Since the sudden cardiac arrest information must be part of the information sheet regarding concussion and head injury, see above distribution procedure.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
R	Student Insurance Coverage	po8760		If the District has this policy, collect Form 8760 F1 or local equivalent for the verification of insurance coverage for student accidents.	Distribute and collect form as part of enrollment and/or registration.
L	Non-emergency Invasive Physical Examinations	po5310	20 U.S.C. 1232h	If such exams occur, the District is required to send a notice to parents of nonemergency invasive physical examinations.	Notify parents of any affected students.
L	Meningococcal Disease		Wis. Stat. 118.07(3)	Schools must provide parents of students in grade 6 with information about meningococcal disease, the causes, symptoms, spread, and where to get information. DPI provides sample notifications on its website.	Annually distribute sample DPI letter and/or sample newsletter article to all parents of 6 <sup>th</sup> graders.
L	Asbestos Abatement or Management Notice	po8431.01	40 C.F.R. 763 AHERA	Annual written notice to parents, staff, and employee organizations regarding the availability of the Asbestos Abatement or Management Plan is required.	Annual mid-August notification.
R	Blanket Authorization for Extra-Curricular Trips	po2340	Wis. Stat. 121.54(7)	For districts that elect to use them, send home to parents or distribute during extra-curricular sign-up the blanket authorization by parents for their child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (Form 2340 F2 or Form 2340 F2A may be customized for this purpose.)	Optional for districts that choose to use this approach.
L	Staff Family and Medical Leave Act (FMLA)	po1630.01 po3430.01 po4430.01	Wis. Stat. 103.10(14) 29 U.S.C. 2601 29C.F.R. 825	The District must post a notice of Employee Rights and Responsibilities under FMLA. The notice is available at <a href="http://www.wagehour.dol.gov/whd/resources/posters.htm">www.wagehour.dol.gov/whd/resources/posters.htm</a> . A copy of the policy shall be available to staff members upon request.	Notice must be posted with other required Staff Legal Notices. Include notification of policies and right to a copy in Employee Handbook.
R	Staff Anti-Harassment	po1662 po3362 po4362	Wis. Stat. 111.31 Federal non-discrimination laws	Reminder to staff and supervisors during orientation regarding the anti-harassment policies. Emphasize as well cyber-bullying.	Annual reminder during pre-service. Reminder in Employee Handbook.
L	Suicide Prevention Resources	po5350	Wis. Stat. 115.365(3)	Must annually inform the professional staff using the DPI model notice of the resources available from DPI and other sources regarding student suicide.	Annual distribution of DPI model notice during pre-service.
L	Toxic Hazards Information for Staff	po8431 ag8431	101.58 et seq. Occupational Safety and Health Act of 1970	Staff acknowledgement of information concerning toxic hazards at staff orientation prior to the start of the school year or during first two weeks of school year if using electronic training. (see Form 8431 F4 or use comparable local version of acknowledgement of training)	Annual training and acknowledgement of training required.
L	Pesticide Application	po8431	Wis. Stat. 101.58 et seq. 15 U.S.C. 2601	Notification to staff and parents whenever a pesticide is applied, including date and location of application and potential side effects.	Notification or signs when pesticide applied.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Indoor Environmental Quality Plan	po8405	Wis. Stat. 118.075(4)(c)	Each school board shall provide a copy of its Indoor Environmental Quality Plan to any person upon request.	Provide upon request.
L	Hepatitis B Request or Waiver for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Request for or waiver of vaccination for Hepatitis B. Make this notice available to new staff members at the orientation prior to the start of the school year. If a staff member has signed a waiver they do not need to renew the waiver each school year. (see Form 8453.01 F1 & F2& F4)	Annual notification to staff at start of school year.
L	Blood-borne Pathogens Training for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Annual staff acknowledgement that they have received training in blood-borne pathogens at a staff orientation session prior to the start of the school year. (see Form 8453.01 F2)	Annual training and acknowledgement of training required.
L	HIPPA Compliance Reminder for Staff	ag3419.01 ag4419.01	45 C.F.R. 164.520	Notice is required every three years unless the district has elected to send the notice annually.	Annual or tri-annual notice required, or put notice in Employee Handbook
L	Federal Drug Regulations for Staff	po3122.01 po4122.01 ag3122.01 ag4122.01		Annual notice to staff on Federal drug regulations required. (see Form 3122.01 F3 & Form 4122.01 F3)	Annual notification in pay envelopes, direct mailing, or Employee Handbook.
L	Fair Labor Standards Act (FLSA)	po6700	Wis. Stat. 104.1 29 U.S.C. 201 29 C.F.R. Part 541	Employees must be notified of their Fair Labor Standards Act rights and minimum wage requirements.	Federal law posters at each work site. Employee Handbook.
R	Information Management – Litigation Hold Procedure	po8315 ag8315	F.R.C.P. 34, 37(f)	Information on litigation hold procedures shall be posted and distributed in a manner that places all Board members and employees on notice of their responsibilities.	Include summary of Litigation Hold procedures in Employee Handbook.
L	Respirator Authorization	po7430 ag7430	101.055	Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator. Issue by direct contact with appropriate staff members and mailing to appropriate parents. (see Form 7430 F1, F2 & F3)	Distribute/collect authorization to staff and students using respirators
L	Public Records Notice	po8310 ag8310	Wis. Stat. 19.356	The district will display in a prominent location in each school building and office an Open Records Notice conforming to the Open Records Law.	Post Form 8310A F1 to satisfy this requirement.
L	Video Surveillance Posting	po7440.01	Title I of the Electronic Communication Privacy Act of 1986	Parents, students and employees should be informed annually that surveillance cameras are being used on, in and around district facilities.	Signs should be placed at the main entrance and in the areas where video surveillance equipment may be in use.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	School and District Performance Reports	po0174.2 po2700.01	Wis. Stat. 115.38(2)	Notify parents by January 1 announcing the availability of the school and district performance reports. In addition, when the district maintains a website the reports must be posted on the website. When requested by a parent, distribute paper copies of the performance report by May 1. The Performance report should include the required Special Education Performance Report.	Annual notification to parents by January 1 and post on district's website when available from DPI.
L	OSHA 300 Posting of Prior Year Accidents		Occupational Safety and Health Act of 1970	Post OSHA annual listing of accidents where the district posts the other required employee and wage/hour posters.	Notice must be posted with other required Staff Legal Notices.
R	Rules for Visitors on School Grounds	po9150 ag9150		Each Principal must post the rules regarding entry on school grounds or premises of persons other than students, staff and faculty.	Post at or near the main entrance to each school building. Include information regarding classroom visitations by parents and others.
R	Notice to Media regarding Board Members' Individual Statements	po0143.1		If incorporated in your policy book, Bylaw 0143.1 should be sent annually to the media by the Board President or District Administrator.	Distribute to media if required by Bylaw 0143.1.
L	Job Recruitment Materials and Job Announcements	po1422 po3122 po4122 po3123 po4123	Wis. Stat. 111.31 34 C.F.R. 110	Recruitment materials, job announcements and all other materials/publications published by the Board must contain the following statement: "The _____ School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.	Annual notice and included in all publications and materials published by the district or its schools, including online publications and employment announcements and materials.
R	Military Recruiter Access to Student Data	po8330 ag8330	20 U.S.C. 7908	Notify parents of secondary students that they may request that their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal funds.	Annually include with student directory notice to secondary students/parents.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Notice of Board's Adopted Academic Standards	po0151.2	Wis. Stat. 120.12 (13)	School Districts are required to provide notice to parents of the school board's adopted academic standards prior to the beginning of the school year.	Annual notification required. The district may provide the notice electronically, including by posting the notice or a link to the pupil academic standards on the district's website.
L	Board Adoption of Academic Standards	po0151.2	Wis. Stat. 120.12(13)	Wis. Stat. requires that school boards place a notice on the agenda of the Board's first meeting of each school year (July) that clearly identifies the pupil academic standards adopted by the school board under s. 118.30(1g)(a)1 that will be in effect for the school year.	Annual mandatory agenda item for first Board meeting in July. Parents must be notified of academic standards by a notice or a link to a listing of the academic standards on the district's website.
L	Notice of Educational Options	po8146	Wis. Stat. 118.57	Annually, by January 31, each school board shall publish as a class 1 notice, under ch. 985, and post on its Internet site a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. A school board that does not operate high school grades is not required to include an educational option offered only to high school pupils in a description of educational options. The school board shall include in the notice the most recent state assessment performance category assigned to each school within the school district boundaries, including charter schools established and private schools participating in a parental choice program. The notice published by the school board shall inform parents that the full school and school district accountability report is available on the school board's Internet site.	Annually a Class 1 notice or 985.02(2) alternative notice must be published prior to January 31. It also must be posted on the district's website. Simultaneously, all parents of students must receive a description of educational options and the DPI performance category of each school. K-8 districts are not required to list high school options.
L	Notice of Special Needs Scholarship		Wis. Stat. 115.7915(5)	Districts must provide notice to parents in the school district with children receiving special education services of the availability of a Special Needs Scholarship.	Annual notice. May be combined with educational options notice.



## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	DPI School Accountability Report	po2605 po2700.01	Wis. Stat. 115.385(4) 118.57(2) 120.123	Annually, each public school, including a charter school, and each private school participating in a parental choice program shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection.	Annual notice of accountability ratings of each public, charter, and choice school within the district. Must be combined with educational options notice. The notice must indicate the full accountability report(s) are available on the district's website.  Also, a link to the DPI school and district accountability report(s) must be posted on the district's website.
L	Child Find Notice		Wis. Stats. 115.77(1m)(a) 115.777(3)(d)	Districts are required to, at least annually, inform parents and persons required to make referrals under sub. (1) (a) about the agency's referral and evaluation procedures.	Annual notice published in mid-August.
L	Notice for Virtual Charter School		Wis. Stat. 118.40(8)(f)	Annually the governing body of a virtual charter school shall inform the parent or guardian of each pupil attending the virtual charter school, in writing, the name of, and how to contact, each of the following persons: 1) The members of the school board that contracted for the establishment of the virtual charter school and the administrators of that school district; 2) The members of the virtual charter school's governing body, if different than the persons listed under previous item; 3) The members of the virtual charter school's parent advisory council; and 4) The staff of the virtual charter school.	For districts with virtual charter schools, notice must be provided in mid-August, prior to start of school year.
L	Wellness Policy	po8510	7 C.F.R. 210.31	Districts that participate in the federally-subsidized child nutrition program must notify the public annually of its wellness policy, a summary of the content, where to find the full policy posted, and the contact information for the district's wellness committee chair.	Distribute notice with other information early in the school year as locally determined.

## 2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Wellness Policy Report Card	po8510	7 C.F.R. 210.31	Review of the Wellness policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The three-year report, which must use the DPI's Wisconsin Local Wellness Policy Report Card, must be available to the public.	Every three years the Wellness Policy Report Card shall be part of the Board packet that is available to the public. It may be posted to the website.
L	State Assessments	po2623	Wis. Stat. 118.30(1m)(d)	The school district must annually publish information on its website about the State examinations administered to students in grades 4, 8, 9, 10, and 11.	Annual publication required on website. May be combined with Title I notice requirements.
L	Academic and Career Planning Services	po2411	PI 26.03(1)(b)1	Inform parents of students in grades 6-12 in each school year about what academic and career planning services their child receives.	Annual notification required.
L	Education for Employment	po2420	PI 26.04(4)	The district must annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to students at all levels regarding career awareness, exploration, and preparation as well as career planning in grades 6-12, including the availability of programs at technical colleges.	Annual notification required.
L	Title VII Parent and Indian Tribe Notice		Title VII	Districts receiving federal Title VII impact aid for children residing on Indian lands must disseminate plans and information to parents of Indian children and tribes so they may review and make recommendations. This must include an opportunity for parents and tribes to submit comments and recommendations regarding the education program. Annually the district must assess to what extent Indian children participate in the district's education program and activities on an equal basis with non-Indian children and share that information with an opportunity for review and comment by parents and tribes.	Annual notification of Title VII requirements and the district's Indian Policies and Procedures (IPP).
L	Special Education Procedures and Services		Wis. Stat. 115.777	School districts must regularly publicize information regarding its special education procedures and services, including how to make a referral for special education services.	Annual notification to all parents required.
L	Special Education Procedural Notice to Parents of a Student with a Disability		Wis. Stat. 115.792	Districts shall give to the parents of a child with a disability, once a year but also upon the child's initial referral or parental request for evaluation, upon the first occurrence of the filing of a request for a hearing under s. 115.80, and upon request by the child's parent, a full explanation written in an easily understandable manner, and in the native language of the child's parents unless it clearly is not feasible to do so, of the procedural safeguards available under this section and under applicable federal law relating to all of the following: independent educational evaluation; prior	Annual notification required.

## 2022-23 Neola Annual Listing of Postings & Notices

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				<p>written notice; parental consent; access to educational records; opportunity to present and resolve complaints, including the period in which the child's parents may request a hearing and the opportunity for the local educational agency to resolve the issues presented by the request; the child's placement during pendency of due process proceedings; procedures for students who are subject to placement in interim alternative educational settings; requirements for the unilateral placement by parents of students in private schools at public expense; mediation; due process hearings under section 115.80; civil actions including the period in which to file a civil action; and attorney fees.</p>	