

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

Google Meet joining information

Video call link: <https://meet.google.com/nwc-ekrf-uy>

Or dial: (US) +1 385-404-5234 PIN: 567 205 197#

Date: May 8, 2023

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. Neola Update - Dr. LaVallee (Information / Action)
 - a. Review Neola Policy and Administrative Guidelines Volume 32, Number 1 Update Policy Revisions
 - i. Technical Corrections
 - b. Policy Handbook Restructuring
2. Consider Endorsement of NEOLA Administrative Guideline Technical Changes as Presented (Information / Action)
3. Consider Endorsement of NEOLA Policy Revisions for: (Information / Action)
 - a. PO0171.1 - President
 - b. PO5780 - Adult Student-Parent Rights
 - c. PO9130 - Public Requests Suggestions or Complaints
 - d. PO2330 - Homework
4. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the equity adjustment process. (Information / Action)
5. Discuss Maintenance Coordinator Job Description as Presented (Information / Action)
6. Discuss Food Service Manager Job Responsibilities Assigned to Secondary Principal (Information / Action)
7. Consider Endorsement of Updated School Records Retention Schedule as Presented (Information / Action)
8. Discuss creating a Daycare area within the District buildings (Informational)
9. Define list of Board Member responsibilities that have been assigned to staff, i.e.; receipt of notices, issuing of notices, contract issuance, etc. - Needed to ensure coverage of responsibilities going into the 2023-24 school year. Discuss needed computer requirements and programs to support Board member responsibilities. (Information / Action)
10. Discuss Orientation and On-Boarding Process (Information / Action)
11. Discuss compliance of Website based on July 2022 P&HR committee meeting notation
->> *Special note regarding Handbook Annual Review: Handbooks will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the*

date that this handbook (or plan as appropriate) is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook (plan) will be brought back to the Board of Education for approval. Has our legal responsibility been approved?

12. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's). Development of SOP's is important for supporting existing job duties and for supporting new employees who may be coming into new job duties.
13. Discuss and propose an update to the mileage and reimbursement process. (Information / Action)
14. Consider the Endorsement of a 66.03 Agreement with the Weyauwega-Fremont School District for In-person Occupational Therapy as Presented (Information / Action)
15. Set Next Meeting Date _____
16. Next Meeting Items:
 - a. Consider Adding Policy Regarding Artificial Intelligence
 - b. Other
17. Adjourn



Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Overview
Code	01 - Information & Comments - Vol. 32, No. 1
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 32, Number 1 January 2023

All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please make any revisions on the BoardDocs software using the instructions provided to you. You may direct questions related to content to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that topic.

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

Revisions to your policies and administrative guidelines should be made on the BoardDocs software using the instructions provided to you.

Using Header Box Options in BoardDocs

Each policy and administrative guideline has multiple header boxes in BoardDocs that provide essential information in addition to the title and code number for the document. (NOTE: All the header boxes are visible only when editing is turned on; in view mode, only the header boxes with content are shown.)

Adopted: The "Adopted" header box indicates when the policy or guideline was first adopted, and that date never changes as long as the policy or guideline is active.

Last Revised: Retaining the history of each policy and guideline is important for legal and administrative reasons, so BoardDocs provides options for such retention. Immediately beneath the "Adopted" header box is the "Last Revised" header box that indicates the last time the policy or guideline was changed, and this box is updated by Neola Production each time a revision is submitted. Any revision dates between the initial adoption and the latest revision are usually located at the bottom of the document, just above the Neola copyright. (Again, these dates are updated by Neola Production with each submission and should correspond to Board meeting minutes, except for TC notations for technical corrections.)

Last Reviewed: A new "Last Reviewed" option now exists for indicating that you have reviewed the policy or guideline and have found it to be sufficient as presently written. Since no revision is being made in these situations, there is no record that the document was reviewed. A common example would be a technical correction that isn't needed on your document, or a revision to an option that you do not have or want. In such cases, because the copyright has changed but not any content, you would want to show that your document is current as of the new copyright date even though it has the older copyright date from the previous version of the Neola template. Now you have the option to indicate that you have reviewed the document even though no revision was made by putting the review date in the new "Last Reviewed" header box. This is also a handy feature for those Boards that use a policy review regimen in addition to revisions made through the Neola Update process.

Any questions about how to use these BoardDocs header box features should be directed to your Neola Associate, or you may contact BoardDocs Support at 1-800-407-0141.

District-Specific Materials

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
2. New materials that the District develops in their entirety and exclusive of Neola;
3. Revisions or deletions that substantively depart from Neola's templates; and
4. Outdated material that a District did not keep current with Neola updates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to but is not obligated to, advise the District to seek its own legal review of District-specific materials.

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.

Supplemental Information

*Toolkit for Policy 5410**Complaint Quick Reference Chart***Policy Revisions****Policy 0100 – Definitions (Revised)**

New definitions have been added for the terms “Legal Notice” and “Official Newspaper”, as those terms may be referenced in various policies. This revision is recommended for updated references.

985.05 Official municipal newspapers.

- (1) The governing body of every municipality not required to have an official newspaper may designate a newspaper published or having general circulation in the municipality and eligible under s. 985.03 as its official newspaper or utilize the same for specific notices. The governing body of such municipality may, in lieu of newspaper publication, direct other form of publication or posting under s. 985.02 (2). Other publication or posting, however, shall not be substituted for newspaper publication in proceedings relating to: tax redemptions or sales of land acquired by the county or city authorized to act under s. 74.87 for delinquent taxes, charges or assessments; civil annexations, detachments, consolidations or incorporations under chs. 59 to 66; or legal notices directed to specific individuals. Posting may not be substituted for publication in school board elections conducted under s. 120.06 or publication under s. 60.80 (2) of town ordinances imposing forfeitures. If an eligible newspaper is published in the municipality, other publication or posting shall not be substituted for newspaper publication under s. 61.32 or 61.50.
- (2) When any municipality has designated an official newspaper, all legal notices published in a newspaper by such municipality shall be published in such newspaper unless otherwise specifically required by law.
- (3) In lieu of the requirements of this chapter, a school board may publish or publicize under s. 120.11 (4).

120.11 School board meetings and reports.

(4) The proceedings of a school board meeting shall be published within 45 days after the meeting as a class 1 notice, under ch. 985, in a newspaper published in the school district, if any, or publicized by school district-wide distribution prepared and directed by the school board and paid out of school funds. If there is no newspaper published in the school district, the proceedings shall be posted or published as the school board directs. For the purpose of publication, the proceedings shall include the substance of every official action taken by the school board at the meeting and a statement of receipts and expenditures in the aggregate. The school board shall make a detailed record of all receipts and expenditures available to the public for inspection at each school board meeting and upon request.

Policy 0175 – Association Memberships (Revised)

This revision adds an additional membership option for the Board.

Policy 2210 – Curriculum Development (Revised)

This policy is revised to more closely align with DPI regulations pertaining to curriculum development and content, as well as to reference the review process. The policy also incorporates reference to innovative instructional design concepts and a cross reference to the innovative instructional programming policy.

Adoption is recommended to incorporate more detailed language provided in applicable regulation and to reference applicable legal citations.

(k) 121.02(1)(k)

1. Maintain a written, sequential curriculum plan in at least 3 of the following subject areas: reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art and music. The plan shall specify objectives, course content and resources and shall include a program evaluation method.
2. Maintain a written, sequential curriculum plan in at least 3 additional subject areas specified in subd. 1.
3. Maintain a written, sequential curriculum plan in all of the remaining subject areas specified in subd. 1.

PI 8.001(6g) “Innovative Instructional Design” means an instructional program aligned to school district standards and used to improve student academic achievement through instruction offered outside of the normal school day, virtually, or in an alternative setting.

PI 8.01 (f) Hours of instruction. Each school district board shall annually schedule and hold at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 through 12. The school hours are computed as the period from the start to the close of the school's daily instructional schedule. Scheduled hours under this subdivision include recess and time for pupils to transfer between classes

but do not include the lunch period. No more than 30 minutes per day may be counted for recess. *Scheduled hours may also include the hours of instructional programming offered through innovative instructional designs that apply to the entire school or grade level.*

PI 8.01(2)(k)3.3. Each sequential curriculum plan shall specify objectives, course sequence, course content, resources, an objective process of determining whether pupils attain the specified objectives, and an allocation of instructional time by week, semester and school term. The school district board shall establish in the school district curriculum plan the allocation of instructional time, by week, semester and school term, among all subject areas.

Policy 2220 – Adoption of Courses of Study (Revised)

This policy has been revised in coordination with Policy 2210 to better reflect DPI regulations, PI 8.01(2)(k)2 & PI 8.01(2)(k)3.

This revision is recommended.

PI 8.01(2)(k)2.2. Each school district board shall develop, adopt and implement a written school district curriculum plan which includes the following:

- a. A kindergarten through grade 12 sequential curriculum plan in each of the following subject areas: reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, physical education, art and music.
- b. A grade 7 through 12 sequential curriculum plan in vocational education.
- 3. Each sequential curriculum plan shall specify objectives, course sequence, course content, resources, an objective process of determining whether pupils attain the specified objectives, and an allocation of instructional time by week, semester and school term. The school district board shall establish in the school district curriculum plan the allocation of instructional time, by week, semester and school term, among all subject areas.

Policy 2221 - Special Observance Days (Revised)

This policy has been revised to align with current State law that specifies September 11th as a special observance day as well as certain provisions for Arbor Day.

This revision is recommended.

118.02 Special observance days. On the following days when school is held or, if the day falls on a Saturday or Sunday, on a school day immediately preceding or following the respective day, the day shall be appropriately observed:

- (1) January 15, Dr. Martin Luther King, Jr. Day.
- (2) February 12, Abraham Lincoln's birthday.
- (3) February 15, Susan B. Anthony's birthday.
- (4) February 22, George Washington's birthday.
- (5) March 4, Casimir Pulaski Day.
- (5m) March 17, for "The Great Hunger" in Ireland from 1845 to 1850.
- (5r) April 9, Prisoners of War Remembrance Day.
- (6) April 13, American Creed Day.
- (6m) April 19, Patriots' Day.
- (7) April 22, Environmental Awareness Day.
- (7g) The last Friday in April, Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day under s. 14.16 (1), that day shall be appropriately observed.
- (7r) June 14, if school is held, Robert M. La Follette, Sr. Day.
- (7w) September 11, a day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and fire fighters.
- (8) September 16, Mildred Fish Harnack Day.
- (9) September 17, U.S. Constitution Day.
- (9g) Wednesday of the 3rd week in September, as part of Wonderful Wisconsin Week under s. 14.16 (8), Wisconsin Day.
- (9r) Friday of the 3rd week in September, POW-MIA Recognition Day.
- (9t) Wednesday of the 4th week in September, Bullying Awareness Day.
- (10) September 28, Frances Willard Day.
- (11) October 9, Leif Erikson Day.
- (12) October 12, Christopher Columbus' birthday.
- (13) November 11, Veterans Day.

14.16 Holiday proclamations.

- (1) Arbor and Bird Day. The governor, by proclamation, may set apart one day each year to be designated as Arbor and Bird Day, and may request its observance by all schools, colleges and other institutions by the planting of trees, the adornment of school and public grounds and by suitable exercises having for their object the advancement of the study of arboriculture, the promotion of a spirit of protection to birds and trees and the cultivation of an appreciative sentiment concerning them.

Policy 2430 – District-Sponsored Clubs and Activities (Revised)

The policy has been updated to include language permitting use of the District logo and other intellectual property when in compliance with the policy in order to be consistent with the current guidelines. It is recommended for internal consistency.

Policy 3215/4215 – Use of Tobacco and Nicotine by Professional/Support Staff (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.

Policy 5200 – Attendance (Revised)

This policy is revised to incorporate definitions of key terms for both purposes of this policy. These definitions are required in order to enforce truancy requirements and potentially to enforce open enrollment termination provisions in the context of habitual truancy.

Adoption of these revisions is strongly recommended.

Policy 5330 – Administration of Medication/Emergency Care (Revised)

This policy is updated to clarify options and includes revised language regarding the storage of medications. This revision is recommended for consistency with current practices.

Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest (Revised)

This policy has been revised to reflect the best practices regarding the health, safety, and welfare of students when a teacher or coach determines a student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. This revision is recommended for consistency with current best practices.

Policy 5410 – Promotion, Placement and Retention (Revised)

The policy is updated to include new definitions to match the current administrative guideline. Updated drafting notes are also provided. A toolkit is included in this Update with examples of different ways to write this policy in accordance with the State statute.

These revisions are recommended for compliance with the current Wisconsin statute and consistency with the guideline.

Policy 5430 - Class Rank

This policy is revised to identify that Class Rank will be calculated for reasons related to post-secondary opportunities, including scholarships.

Policy 5512 – Use of Tobacco and Nicotine by Students (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended to continue to improve efforts to keep the influence of substances out of the schools.

Policy 5517 - Student Anti-Harassment (Revised)

This policy is revised for purposes of consistency with current laws and regulations regarding Student Anti-Harassment.

Adoption is recommended for policy language consistent with applicable law.

Policy 5771 – Search and Seizure (Revised)

This policy is revised to provide an additional option for the frequency of inspections and an updated statutory reference (118.45, Wis. Stats.)

118.45 Tests for alcohol use. A school board employee or agent, or law enforcement officer, as defined in s. 102.475 (8) (c), authorized by a public school board may require a public school pupil, including a charter school pupil, to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever the authorized employee, agent or officer has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is in any of the circumstances listed in s. 125.09 (2) (b) 1. to 3. The authorized employee, agent or officer shall use a breath screening device approved by the department of transportation for the purpose of determining the presence of alcohol in a person's breath to determine if alcohol is present in the pupil's breath. The results of the breath screening device or the fact that a pupil refused to submit to breath testing shall be made available for use in any hearing or proceeding regarding the discipline, suspension or expulsion of a student due to alcohol use. No school board may require a pupil to provide one or more samples of his or her breath

for the purpose of determining the presence of alcohol in the pupil's breath until the school board has adopted written policies regarding disciplines or treatments that will result from being under the influence of alcohol while on school premises or from refusing to submit to breath testing to determine the presence of alcohol in the pupil's breath.

Policy 7434 – Use of Tobacco and Nicotine on School Premises (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.

Policy 7440 – Facilities Security (Revised)

Language has been added to reflect a recent Wisconsin Court of Appeals decision that permits searches of non-student visitors or vehicles on school property under certain circumstances. See *State v. Vang*, 398 Wis.2d 311 (Ct. App. 2021). The pertinent case citation is added to the legal references.

<https://caselaw.findlaw.com/court/wi-court-of-appeals/2124594.html>

Policy 8405 – Environmental Health and Safety Program (Revised)

Policy is revised to more closely align with statutory requirements for developing the indoor environmental quality plan and additional and updated citations are added.

Adoption is recommended for policy language consistent with applicable law.

Policy 8420.01 – Epidemics and Pandemics (Revised)

This policy has been modified to avoid language that might be interpreted to implicate open meetings laws, based on the Wisconsin Supreme Court ruling in 2017, and adds options for flexibility in plan development.

Policy 8450 – Control of Casual-Contact Communicable Diseases (Revised)

Revisions are made to this policy to more accurately reflect the statutory requirements and authority granted to certain school staff and required action found in 252.21 Wis. Stats.

Adoption of these revisions is recommended for compliance with statutory requirements.

252.21 Communicable diseases; schools; duties of teachers, parents, officers.

(1) If a teacher, school nurse, or principal of any school or child care center knows or suspects that a communicable disease is present in the school or center, he or she shall at once notify the local health officer.

(6) Any teacher, school nurse or principal may send home pupils who are suspected of having a communicable disease or any other disease the department specifies by rule. Any teacher, school nurse or principal who sends a pupil home shall immediately notify the parents of the pupil of the action and the reasons for the action. A teacher who sends a pupil home shall also notify the principal of the action and the reasons for the action.

Policy 8453 – Direct Contact Communicable Diseases

Revisions are made to this policy to more accurately reflect the required action found in 252.21, Wis. Stats regarding the reporting to the local health officer.

Adoption of these revisions is recommended for compliance with statutory requirements.

Policy 8600 - Transportation (Revised)

This policy is revised to incorporate regulatory language regarding placement of video and audio surveillance equipment in District-owned or contracted busing services.

Camera, audio monitor or recording device / computer antenna. A school bus may be equipped with a camera, audio monitor or recording device, or computer antenna subject to the following conditions:

(a) When a device is mounted in the driver's compartment it shall be located so as to not interfere with movement into and out of step well area. When a camera is placed to view through the windshield it shall not be located to the left of the centerline of the school bus. The camera shall be mounted not more than 2 inches below the upper edge of the area swept by the windshield wipers and located outside the driver's sight lines to the road, mirrors, highway signs and signals.

(b) The device may not interfere with driver visibility and passenger entrance and aisle.

(c) A device mounted in the rear of the school bus shall not protrude more than 6 inches forward of the rear bulkhead or from the ceiling.

(d) A maximum of two devices may be located near the middle of a school bus, if they do not protrude more than 4 inches and are located no more than 15 inches above the side windows that are not emergency exits, measured from the edge of the window frame directly to the device. The device or devices shall be mounted parallel to a seat back. If flush mounted, the device or devices may be located beyond the 15 inch separation from the side window.

(e) All devices shall be securely fastened and contained within a shatterproof housing. All exposed edges or sharp corners shall be protected or designed to prevent injury upon contact.

(f) External devices shall be contained within a shatterproof housing.

(g) A video display, if utilized, shall be mounted in the driver's compartment and within or in close proximity to the forward field of view of the driver. It shall not restrict visibility of the driver's sight lines to the road, mirrors, highway signs and signals, or affect operation of the school bus controls. The video display may be incorporated as part of the interior rear view mirror and display an image when the parking brake is applied, warning lamps are activated, or transmission is in reverse.

Policy 8800 – Religious Activities and Observances (Revised)

The policy is revised to reflect the recent U.S. Supreme Court decision in *Kennedy v. Bremerton School District* in which the Court clarified the equal importance of and the interaction between the Constitution's two first amendment clauses pertaining to religious rights. The *Bremerton* decision reinforced employees' rights to the free exercise of religion such that a first amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members' free exercise rights.

As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the establishment clause. The policy is also revised by removing the U.S. Flag observances and placing those provisions in a separate policy, Policy 8802.

Revisions are recommended and if not adopted so that applicable policies articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions.

Policy 8802 - Patriotic Observances (New)

The policy is added to separate the observances language from the religious activity policy to more accurately distinguish the concepts. The policy also provides an option relative to moments of silence intended to avoid religious connotations to such remembrance or recognition observances.

Last Modified by Steve LaVallee on April 23, 2023

Neola Toolkit

Policy 5410 – Promotion, Placement, and Retention

I. Introduction

The final section of *Policy 5410 – Promotion, Placement, and Retention* pertains to the district’s promotion criteria for elementary students (from grade 4 to grade 5) and middle school students (from grade 8 to grade 9). This section of the policy is based on 118.33(6)(a)1, Wis. Stats., which was passed in 1999 with an effective date of September 1, 2002.

II. Legal Basis

Wisconsin Statute 118.33(6)(a)1 states:

Each school board shall adopt a written policy specifying the criteria for promoting a pupil from the 4th grade to the 5th grade and from the 8th grade to the 9th grade. The criteria shall include the pupil's score on the examination administered under s. 118.30 (1m) (a) or (am) or s. 118.301 (3), unless the pupil has been excused from taking the examination under s. 118.30 (2) (b); the pupil's academic performance; the recommendations of teachers, which shall be based solely on the pupil's academic performance; and any other academic criteria specified by the school board. Except as provided in par. (b) 1. and 3., the criteria apply to pupils enrolled in charter schools located in the school district.

III. History

Prior to the 2002-03 school year, school boards throughout Wisconsin passed promotion criteria to meet this statutory requirement. The DPI provided a sample Yes-No Flow Chart that was recommended to be locally modified and used to meet the statutory requirement, and many districts copied this format. However, over the ensuing 20 years, many school districts have lost track of these promotion criteria. While it may be helpful to locate the original criteria, circumstances have changed considerably during the past two decades, so developing new promotion criteria appropriate for our times may be more appropriate.

IV. Legal Analysis

The statute specifies three criteria that **must** be used in the school board's policy:

- A. The student's score on the statewide 4th or 8th grade examination (originally, the Wisconsin Knowledge and Concepts Examination), unless the student is excused from taking the examination.
- B. The student's academic performance.
- C. The recommendations of teachers, based solely on the student's academic performance.

The statute also specifies an option that local school board's **may** add to the above list of three required criteria:

OPTIONAL CRITERION: Any other academic criteria specified by the school board.

Therefore, at a minimum, the school board must approve a policy that includes the three mandatory statutory criteria indicated above. Optionally, the school board's approved policy may include other academic criteria of the school board's own choosing.

V. Policy Implications

Policy 5410 – Promotion, Placement, and Retention must clearly specify the promotion criteria for students moving from grade 4 to grade 5 and for students moving from grade 8 to grade 9. These promotion criteria must align with the statutory requirements.

A policy that merely lists the statutory requirements and leaves the details to the District Administrator, Curriculum Committee, the Principal or other individual or entity may be challenged as not statutorily compliant with the first sentence of the statute. The statute may be read that the required school board policy shall specify the details for meeting the three mandatory promotion criteria. As such, Policy 5410 is being revised to withstand any such legal challenges.

VI. Recommended Procedure

Advancement of students from one grade level to another lies at the very heart of the educational system, so community consensus on this issue is a well-intentioned goal. It is not advisable for promotion criteria to be presented to the Board for approval based solely on a determination by an administrator, the administrative team, or other closed group meeting away from the public.

Instead, although not required by law, Neola recommends that input be obtained from an advisory committee (see Policy 9140 – Citizens’ Advisory Committees), task force, or other group consisting of membership from a wide spectrum of the community. Such a group would like consist of one or more members of the following constituencies: school board, administration, teachers, school counselors, parent leaders, community leaders, and leaders of underrepresented groups.

The recommendation of a broad-based advisory group regarding the specific criteria for promotion from grade 4 to grade 5 and from grade 8 to grade 9 will serve as a basis for a community-supported policy that drives practice in the schools. No longer seen by some as the whim of a teacher or administrator, a promotion policy with ample public discourse will better withstand challenges from those who disagree and attempt to discredit the policy by questioning the process.

VII. Policy Options

The statute provides a roadmap for what components **must** be included in the promotion policy, although the specifics are left up to each school district community. As mentioned above, the statute also allows for additional criteria that a district **may** include in its promotion policy. Each component requires a decision which will be spelled out in the policy.

- A. *The student’s score on the statewide 4th and 8th grade examination (unless the student is excused from taking the examination):*

The statute only specifies that the student’s score shall be one of the required criteria for promotion, and not any particular level of achievement on the test. Districts must determine their own level of student performance on the state examination for promotion.

Examples include, but are not limited to, the following: Score proficient or better on all subtests. Score proficient or better on three or more subtests. Score basic or better on at least four subtests. Score minimal on no more than two subtests.

The options for student examination score performance are endless, and are left up entirely to each school district. A good thing to keep in mind is that, generally, if a student satisfies the examination score criterion, then the student is promoted.

B. *The student's academic performance:*

Once again, the statute only specifies that the student's academic performance must be part of the promotion criteria, and the specifics are left up to the district's own determination.

Examples include, but are not limited to, the following: Pass all subjects for the year. Pass language arts and math for the year. Fail no more than one subject for the year. Achieve a grade of C or better in all subjects for the year. Have no more than one subject grade of D or F for the year.

Again, the options are endless and are left up entirely to each school district. That said, generally, bringing a student's grades into consideration for promotion often occurs ONLY if the student did not meet the criterion specified for the student's state examination score (see criterion A above).

C. *The recommendations of teachers, based solely on the student's academic performance:*

The statute also requires that promotion decisions include the recommendations of teachers that only concern the student's academic performance. Effort, behavior, tardiness, attendance, age, and other non-academic performance factors cannot enter into the recommendation. That said, there are times when a student's examination score and report card are not the best indicators of a student's academic performance, and this statutory provision allows school districts to look beyond the objective measurements to determine if a student should be promoted.

Examples include, but are not limited to, the following: Positive recommendation from any core teacher when a student's grade for the year is below a C in that subject. Positive recommendations from all teachers when a student does not meet promotion criteria in A and B above. Positive recommendations from no less than half the student's teachers.

While the options are, once again, endless, it is worthwhile to remember that recommendations from teachers are, generally, sought only if the student has not satisfied the state examination score criterion in A, and then has also failed to satisfy the academic performance criterion in B. In other words, criterion C is often looked upon as a safeguard or safety net

for promoting students who would otherwise not meet the mandatory statutory criteria.

D. *Any other academic criteria specified by the school board:*

Just in case they had overlooked something, the legislators added an optional criterion to the list—other academic criteria specified by the school board. The policy is the place where such other academic criteria would be specified. One size seldom fits all, and this criterion allows for districts to be specific while retaining flexibility.

Examples include, but are not limited to, the following: The student completes their after-school or other specialized educational program. The student completes summer school in the specified subject(s). The student satisfies their IEP or 504 Plan. The student meets specified district benchmarks.

This catch-all option allows school districts to promote students who are making adequate progress in their customized learning plans. With such plans becoming more common with each year, inclusion of this option can help districts from finding themselves cornered due to unforeseen and often unique circumstances.

VIII. Board Approval

When the advisory group has completed its discussion and developed a policy recommendation for the school board, the next step is the school district's routine process for revision of a policy. This may mean sending the recommendation to the board's Policy Committee (or equivalent) or directly to the full school board for consideration. Ultimately, the board must approve the complete policy which includes all the details spelled regarding the statutory criteria for promotion.

After school board approval, it is recommended that the promotion policy (or a summary thereof) be published annually in the student handbook, parent handbook, and any other publication, such as a letter or newsletter, that would convey the criteria to parents of students in 4th grade and 8th grade. Re-emphasizing the promotion criteria to parents and students in the days prior to the administration of the state examinations may also be beneficial for student performance and parent awareness.

IX. Samples

Following is a variety of sample policies from Wisconsin school districts that have developed their own specifics in accordance with the statutory criteria. These samples are provided only to stimulate thinking for developing your own policies. These samples are not to be considered as recommendations or warranted by Neola. Any questions regarding the legality of your policy recommendation should be vetted through the Board's own legal counsel.

Sample 1

Promotion/Retention of 4th Grade and 8th Grade Students

Beginning on September 1, 2002, no student may be promoted from grade four to grade five or from grade eight to grade nine unless the student satisfies the requirements of this policy. Alternatives to meeting the promotion criteria shall be provided for students with special needs (including Limited English Proficient – LEP), abilities, or interests through the District’s Individual Educational Programs. In addition, promotion requirements may be adjusted for an identified special education student according to the student’s Individualized Educational Program ("IEP").

A. Criteria for Promotion from Grade Four to Grade Five

In order to be promoted from grade four (4) to grade five (5), a student enrolled in the District must satisfy the following criteria:

1. Receive a score of "basic" or above on the reading, language arts, social studies, science, and mathematics sub-tests and a score of 3.5 or above on the writing sub-test on the Wisconsin Statewide 4th Grade Examination.

A student who does not meet these criteria or who does not take the Wisconsin 4th Grade Exam pursuant to Section F of this policy must satisfy the following criteria:

2. Receive a score of "developing" or above in 75% of the subskills in each of the core subject areas on the final Fourth Grade Progress Report.

A student who does not meet this criterion must satisfy the following criterion:

3. A review committee appointed by the principal shall consider whether the student should be promoted to the fifth (5th) grade. The review committee shall consider information pertaining to the criteria established by the District for promotion under this policy.

B. Criteria for Promotion From Grade Eight to Grade Nine

In order to be promoted from grade eight (8) to grade nine (9), a student enrolled in the District must satisfy the following criteria:

1. Pass 80% of all eighth grade classes.

AND

Receive a score of "basic" or above in four (4) of the five sub-tests on the Wisconsin 8th Grade Examination and a score of 3.5 or above on the writing sub-test on the exam.

A student who does not meet these criteria or who does not take the Wisconsin 8th Grade Exam pursuant to Section F of this policy must satisfy the following criteria:

2. Receive a 6th, 7th, and 8th grade cumulative grade point average of 1.0 in all classes at the end of 4th quarter of 8th grade year.

A student who does not satisfy this criterion must satisfy the following criterion for promotion to the ninth grade:

3. Review by a committee appointed by the principal to consider whether the student should be promoted to ninth (9th) grade. The review committee shall consider information pertaining to the criteria established by the District for promotion under this policy.

Appeal Process

- A. Any person appealing a decision denying promotion to grade five or grade nine under this policy shall submit a written appeal to the Superintendent within five (5) business days of notification. The person must state in writing the portion of this policy s/he believes was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The Superintendent or designee will meet with the parties involved and will issue a written decision within ten (10) business days. If the person appealing the decision feels that the matter has not been satisfactorily resolved, then the appeal shall be made in writing to the Board.

- B. The Board will meet with the parties involved within thirty (30) calendar days and will issue a written decision concerning the appeal within twenty (20) calendar days of the date of meeting with the parties.
- C. A student who is the subject of an appeal of a decision denying graduation and the issuance of a high school diploma will not be allowed to participate in the graduation ceremony while an appeal is pending.

Exemptions to Taking State and District Tests

As provided by state and federal laws, students with disabilities or Limited English Proficiency (LEP) may, under unusual circumstances, be exempted from taking all or portions of state and/or District tests. Some of these students may also have an Individualized Educational Plan ("IEP") that provides for accommodations on all or part of these tests. The IEP team shall make the determination as to whether or not a student can reasonably be expected to participate in the testing and what accommodations, if any, are necessary to allow the student to participate in the testing. Accommodations may also be required for students with LEP.

In addition, state law currently permits parents to opt their child out of taking the WKCE.

Sample 2

Promotion of Elementary School Students (Grades K-4)

The District's decision to promote or retain kindergarten students is made after careful consideration of academic achievement in core academic areas (reading, written language, mathematics, science, and social studies). Also considered are study skills, social development, physical development, problem-solving abilities and attendance. The principal, school counselor, and classroom teacher are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Others are considered as necessary. Parent involvement is encouraged throughout the process.

Grade advancement decisions in grade 3 and 4 will be based on the four criteria listed below (A-D). For those grade 3 and 4 students whose parent/guardian have opted them out of the state assessment, the grade promotion decision is based on the other three specified criteria (B-D).

A. Student Score on the State Assessment (applies to students in grade 3 and 4 only)

Student receives a score of basic or above on three or more of the five subtests (reading, language arts, mathematics, science, social studies) that comprise the state assessment.

B. Student's Academic Performance

Student obtains a grade of S (satisfactory) on at least half of the skills highlighted in bold-faced type on the grade level final report card.

OR

C. Teacher Recommendations

If a student fails to meet the criteria as stated above, securing a consensus recommendation from the grade level advancement committee will be required for promotion to the next grade. The grade level advancement committee will consist of the classroom teacher(s), counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance.

OR

D. Other Academic Criteria that may be Considered

1. Successful participation in after school sessions or a specialized education plan
2. Successful completion of an approved summer school program
3. Recognition of the individualized education plan (IEP) for a student with a disability

The District Administrator shall be responsible for the general supervision and management of the promotion of students under this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation on the report card will be sent to the parent/guardian regarding their child's grade level promotion/retention decision at the end of the school year.

Promotion of Middle School Students (Grades 5-8)

Grade advancement decisions in grades 5 through 8 will be based on the four criteria listed below (A-D). For those students in grades 5 through 8 whose parents/guardian have opted them out of the state assessment, grade advancement will be based on the other three specified criteria (B-D).

A. Student Score on State Assessment

Student receives a score of proficient or above on three or more of the five subtests (reading, language arts, mathematics, science, social studies) that comprise the state assessment.

B. Student's Academic Performance

Student obtains an average of "C – " or above in each of the four core areas (language arts, mathematics, science, social studies) for three out of the four quarters.

OR

C. Teacher Recommendations

If a student fails to meet the criteria as stated above, securing a consensus recommendation from the grade level advancement committee for promotion will be required. The grade level advancement committee will consist of the core teachers, counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance.

OR

D. Other Academic Criteria

1. Successful participation in the following after school study sessions or a specialized education plan
2. Successful completion of an approved summer school program
3. Recognition of IEP requirements for students with disabilities

The District Administrator shall be responsible for the general supervision and management of the promotion of students under this policy. The District Administrator or, if assigned the responsibility by the District Administrator, the building principal shall determine whether a student has satisfied the criteria in this policy. This policy is designed to encourage early identification and interventions for those

students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardian regarding the final decision at the end of the school year.

Sample 3

Promotion from Grade 4 and Grade 8

The criteria shall be submitted for Board approval prior to September 1, 2001. The criteria shall apply to charter schools in the District.

Beginning on September 1, 2002, the Board will promote only those 4th and 8th grade students who have satisfied the criteria.

In order to be promoted to fifth grade, an elementary student must fulfill the requirements in one or more of the following three categories: Wisconsin Standards and Assessment System (WSAS), Academic Performance Criteria or Academic Team Recommendation Criteria.

Test Criteria:

Students who receive a score of basic or better on all of the subtests of the WSAS test (math, social studies, science, and reading/language) will be eligible to be promoted to fifth grade. If they do not score at the basic level or above, they must move to the next criteria.

Academic Performance Criteria:

Students not satisfying the test criteria may be promoted if they earn an average grade of D- during the four (4) quarters of the school year in all academic areas. If a student does not achieve a minimum of a D- average, they must move to the next criteria.

Academic Team Recommendation Criteria:

Students not satisfying the test criteria or the academic performance criteria may be promoted to the fifth grade if the student demonstrates to a Faculty Review Committee adequate evidence of remedial efforts. The Faculty Review Committee will consist of all fourth grade teachers, the school counselor, school specialists, and the principal.

In order to be promoted (physically transferred) to the High School, a student must fulfill the requirements in one (1) or more of the three (3) categories:

- A. Wisconsin Student Assessment System (WSAS) criteria;
- B. Academic Performance criteria; or
- C. Academic Team Recommendation criteria.

Test Criteria:

Students who receive a score of basic or better on all of the subtests of the WSAS test (Math, Social Studies, Science, and English Language) will be eligible to be promoted to the high school. If they do not score at the basic level, or above, they must move to the next criteria.

Performance Criteria:

Students not satisfying the test criteria may be promoted, if they earn a minimum grade point average of 2.0 on a 12-point scale in the core curriculum areas (cumulative for the four (4) quarters of 8th grade). If a student does not achieve a cumulative GPA of 2/12, they must move to the next criteria.

Recommendation Criteria:

Students not satisfying the test criteria or the performance criteria may be promoted to the high school if the student demonstrates to the Grade Advancement Committee (GAC team) adequate evidence of remedial efforts. The GAC team will consist of all 8th grade teachers, a guidance counselor, and the principal.

Special Consideration When Appropriate:

- A. IEP team recommendation based on student attaining stated IEP goals and/or objectives.
- B. 504 Plan criteria have been met.

Sample 4

Promotion from Grade 4 and Grade 8

Students in grades 4 and 8 may be promoted if they score at least at the "basic" level on all of the subtests of the Wisconsin statewide grade level assessment, and if the promotion is supported by the principal. If the principal has reason to believe that the student should not be promoted, s/he will convene a meeting of the child's teacher(s), parent(s), guidance counselor, and any others who may contribute to the decision-making process. The group will achieve a consensus and will determine whether promotion or retention is in the best interest of the child.

If a student scores at the "minimal" level on one or more subtests of the Wisconsin statewide grade level assessment, a meeting of the child's teacher(s), parent(s), guidance counselor, principal, and any others who may contribute to the process will be convened. The staff and parent(s) will examine any prior test scores, the student's grades, or portfolio, and any other measures of the student's ability or achievement that they deem to be appropriate. Once this data is analyzed, the staff and parent(s) will achieve a consensus to either promote or retain the child.

Sample 5

Promotion from Grade 4 and Grade 8

In accordance with 118.33(6), Wis. Stats., in order for students to advance from fourth to fifth grade and graduate from eighth grade, every student must meet two of the following three criteria:

- A. The student must score at the basic or above level of proficiency on at least 4 of the 5 sections tested on the Wisconsin 4th Grade or 8th Grade Assessment, as appropriate.
- B. The student must achieve passing grades for each semester on their report card in 4 of the 5 (8 of 10 total for the year) core subjects. The Core subjects are: Reading, Language Arts, Mathematics, Science, and Social Studies.
- C. Their classroom/homeroom teacher must recommend the student for promotion to the next grade.

Students who qualify under IDEA or Section 504, are governed by separate procedures in compliance with State and Federal regulations.

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

All recommendations for retention will be discussed with the Principal before receiving final approval. Parents will be notified, in writing, of this decision to retain in the present grade level. If a parent desires to appeal the decision for retention, the appeal must be submitted, in writing, to the Superintendent within ten (10) calendar days following notice of the decision to retain. If the Superintendent upholds the decision to retain, any appeal to the Board must be submitted, in writing, within ten (10) calendar days following receipt of the Superintendent's decision. The Board's decision on this will be final and binding.

This policy will be distributed to students and parents at the beginning of each school year.

Quick Reference Chart for Responding to Complaints

The District is committed to providing an appropriate learning, working, and welcoming environment for its student, staff, parents, and visitors. With this commitment the District approaches each complaint with the respect and due process that it deserves in accordance with Board policy. To avoid delay in or duplication of processing complaints, this chart is provided for responding to complaints.

When the District (through a staff member or a member of the District community) receives a complaint, this chart should be consulted for routing the complaint through the appropriate policy and administrative personnel.

ISSUE	POLICY	ACTION
Weapon	<i>3217/4217/5772/7217 - Weapons</i>	Report immediately to the Supervisor/Principal
Threat to Staff Member	<i>3362.01/4362.01 – Threatening Behavior Toward Staff Member</i>	Report immediately to the Principal/Superintendent
Sexual Harassment	<i>Bylaw 0145 – Sexual and Other Forms of Harassment 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities</i>	Report immediately to the District Title IX Coordinator
Discriminatory Harassment	<i>1662/3362/4362 – Employee Anti-Harassment 5517 – Student Anti-Harassment</i>	Report immediately to the District Compliance Officer
Disability Discrimination in Program	<i>2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability</i>	Report immediately to the District Compliance Officer
Discrimination in Program	<i>2260 – Nondiscrimination and Access to Equal Educational Opportunity</i>	Report immediately to the District Compliance Officer
Disability Employment Discrimination	<i>1623/3123/4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment</i>	Report immediately to the District Compliance Officer
Employment Discrimination	<i>1422/3122/4122 – Nondiscrimination and Equal Employment Opportunity</i>	Report immediately to the District Compliance Officer
Employee Genetic Information Discrimination	<i>1422.02/3122.02/4122.02 – Nondiscrimination Based on Genetic Information of the Employee</i>	Report immediately to the District Compliance Officer
Fraud	<i>8900 – Fraud</i>	Report immediately to Superintendent or Board President
Conflict of Interest	<i>Bylaw 0144.3 – Conflict of Interest 1130/3230/4230 – Conflict of Interest</i>	Report immediately to Superintendent or Board President
Violation of Federal or State law or Board Policy	<i>3211/4211 – Whistleblower Protection</i>	Report immediately to Superintendent or Board President

ISSUE	POLICY	ACTION
Public Complaint Against Staff Member	<i>9130 – Public Requests, Suggestions, or Complaints</i>	Report immediately to Supervisor/Principal
Curriculum and/or Instructional Materials	<i>9130 – Public Requests, Suggestions, or Complaints</i>	Report to person designated in Policy 9130
Library Materials	<i>2522 – Library Media Centers</i>	Report to person designated in Policy 2522
Student Hazing	<i>5515 – Student Hazing</i>	Report immediately to Principal/Superintendent
Student Bullying	<i>5517.01 – Bullying</i>	Report immediately to Principal/Superintendent
Student Cyberbullying and/or Misuse of Technology	<i>5136 – Personal Communication Devices 7540.03 – Student Technology Acceptable Use and Safety 7544 – Use of Social Media</i>	Report immediately to Principal/Superintendent/Technology Director
Staff Cyberbullying and/or Misuse of Technology	<i>1213/3213/4213 – Student Supervision and Welfare 7540.04 – Staff Technology Acceptable Use and Safety 7544 – Use of Social Media</i>	Report immediately to Principal/Superintendent/Technology Director
Child Abuse or Neglect	<i>Policy 8462 – Child Abuse and Neglect</i>	Report immediately to legal authorities in accordance with Policy 8462
Corporal Punishment in School	<i>5630 – Corporal Punishment</i>	Report immediately to Principal/Superintendent
Unlawful Seclusion or Physical Restraint in School	<i>5630.01 – Use of Seclusion and Physical Restraint with Students</i>	Report immediately to Principal/Superintendent
Student Records	<i>8330 – Student Records</i>	Report immediately to Custodian of Records or Superintendent
Public Records	<i>8310 – Public Records</i>	Report immediately to Custodian of Records or Superintendent
Personnel Records	<i>8320 – Personnel Records</i>	Report immediately to Custodian of Records or Superintendent
Other	Determine how best to handle the complaint in keeping with the Board’s commitment to providing an appropriate learning, working, and welcoming environment for its student, staff, parents, and visitors.	



Book	Policy Manual
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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.

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

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. 19.82(2), Wis. Stats.

Official Newspaper

A newspaper may be designated by the Board under 985.05. Other publication options are available to the Board pursuant to 120.11(4), 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 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.

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Status
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0175 - **ASSOCIATION MEMBERSHIPS**

The Board of Education may maintain membership in the National School Boards Association, and/or Wisconsin Association of School Boards () Consortium of State School Board Associations [END OF OPTION] and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the District Administrator and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	October 17, 2016
Last Revised	April 25, 2022

2210 - CURRICULUM DEVELOPMENT

The District's curriculum and instruction programs shall be developed to support the District's mission, to align with Board adopted academic standards, and in accordance with State legal requirements. The Board shall provide the resources to develop and implement the curriculum within the financial capabilities of the District.

Professional staff, under the direction and supervision of the District Administrator or designee, shall be delegated the responsibility for proposing and developing a written, sequential curriculum plan for the District. The plan shall include those subject areas and grade levels as required by State regulations. Each subject area plan shall specify objectives, course sequence, course content, resources, a student assessment process, and an allocation of instructional time. Each plan shall include a program evaluation method that provides that the components of the plan shall be monitored continuously.

Communication and coordination among grade level and subject area staff members shall be emphasized on a four-(4)-year-old-kindergarten-through-grade-12 basis whenever curriculum is developed or reviewed.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- D. be consistent with 118.30, Wis. Stats., by incorporating incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes a variety of learning resources to accomplish the educational goals;
- H. encourages students to utilize guidance and counseling services in their academic and career planning;
- I. in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;

- J. in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provides regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides ~~effective with the 2022-23 school year~~;
- P. provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. provides for multi-cultural education by including, at each level, courses or units that help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

~~As the educational leader of this District, the District Administrator shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.~~

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may ~~conduct such innovative programs~~ propose programming using innovative instructional design as ~~are~~ deemed to be beneficial or necessary to the continuing growth of the instructional program and to better ensure accomplishment of promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the Board State law and implemented consistent with the District's curriculum as approved by the Board.

~~The District Administrator shall report each such innovative program to the Board.~~

~~Unless the Board disapproves, the District Administrator may proceed to conduct the program.~~

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

~~The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.~~

Revised 4/27/20

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Legal 118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.
 PI 8.01 (f) , PI 8.001(6g)
 PI 8.01(2)(L), PI 8.01(2)(K)

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of ADOPTION OF COURSES OF STUDY
Code	po2220
Status	
Adopted	October 17, 2016

2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study through inclusion in the sequential curriculum plan described in Policy 2210 - Curriculum Development. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. Each course of study shall specify the hours of instruction committed to it each week, semester, and school year.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The District Administrator shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law. The District Administrator's recommendation shall include the following information about each course of study:

- A. its applicability to students and an enumeration of those groups of students to be affected by it
- B. the intended learning objective(s), defined in terms of how the learning is applied
- C. its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level
- D. its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study
- E. its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course
- F. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.
- G. the plan for its continuous assessment which includes criteria and standards
- H. its developmental and operational history as well as data on results, where available

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at his/her the student's optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he the teacher is responsible. Deviation from its content must be approved in accordance with the District Administrator's administrative guidelines.

The District Administrator shall develop administrative guidelines which provide for the development of individual learning plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record-keeping and periodic reporting of student performance. The District Administrator shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the District Administrator and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the objectives of the curriculum as well as the District's educational goals.

The District Administrator shall maintain a current list of all courses of study offered by this District and shall provide each member of the Board with a current list of all courses of study.

~~The list shall include the data on each furnished with the recommendation for its adoption.~~

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Legal 118.01, 118.24(2)(c), 121.02(1)(k), Wis. Stats.

PI 8.01(2)(k)2

PI 8.01(2)(k)3

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Book Policy Manual
Section For Board Review - Vol. 32, No. 1
Title SPECIAL OBSERVANCE DAYS
Code po2221
Status
Adopted October 17, 2016

2221 - SPECIAL OBSERVANCE DAYS

In compliance with the Wisconsin School Laws, the Board of Education directs the District Administrator to ensure that the following days, and any additional days proclaimed by the Governor, are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
Last Friday in April	Arbor Day
	*except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follette Sr. Day
September 11th	A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
September 16th	Mildred Fish Harnack Day
September 17th	U.S. Constitution Day

September 28th

Frances Willard Day

Wednesday of the third week in September as part of Wonderful Wisconsin Week

Friday of the 3rd week in September

POW-MIA Recognition Day

Wednesday of the 4th week in September

Bullying Awareness Day

October 9th

Leif Erikson Day

October 12th

Christopher Columbus's Birthday

November 11th

Armistice Day

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Legal

14.16, 118.02, 118.025, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	
Adopted	October 17, 2016
Last Revised	January 17, 2022

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit; or
- E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with competitive extra-curricular activities/athletics (not directly related to courses of study), may be conducted on-or-off-school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

Non-District sponsored, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

All activities which meet the criteria of this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District, provided such use is consistent with other applicable District policies.

No non-district-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student must meet the criteria established in the Activities Code.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

To remain a member of a District-established student group or national organization such as the National Honor Society, a student must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 12/18/17

Revised 3/15/21

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Legal 120.12(23), Wis. Stats.

P.L. 98-377

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215 - Revise Title - Single Staff Section ???
Status	
Adopted	May 16, 2016
Last Revised	January 17, 2022

3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safe-keeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for ~~transported~~ transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. **This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.** "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 11/16/20

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215 - Include - Single Section - ???
Status	
Adopted	May 16, 2016
Last Revised	January 17, 2022

4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safe-keeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for ~~transported~~ transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. **This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.** "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Title	Copy of ATTENDANCE
Code	po5200
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Adopted	June 20, 2016
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5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless s/he falls under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a phone call or a written, signed, and dated letter stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence and instance of tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent and the Board. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused **in writing** by their parent(s) before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent(s) or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to

necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide out-of-school alternative educational opportunities for truant students rather than aggravate the effects of absence through suspension.

Definitions

Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

[] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

() written (including e-mail)

() personal (phone or face-to-face)

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the _____.

No student who has a medical disability that may be incapacitating may be released without a person to accompany them.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, and the Board's policies and guidelines. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. guidelines for notifying the parents or guardians of the unexcused absences of a student and for meeting and conferring with such parents or guardians

- B. plans and procedures for identifying truant children of all ages and returning them to school and identifying the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of truancy issues within the school district and enhance public involvement in reducing truancy.
- D. a guideline addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem.

~~A student will be considered truant if s/he is absent for part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.~~

~~A student will be considered a habitual truant if they are absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.~~

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian 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. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call or 1st class mail and a written record of this notice shall be kept. ~~The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or unless the parent has refused to receive electronic communication, notice by 1st class mail may be given.~~ This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by first-class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting as well as the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the notice is sent with the consent of the student's parent or guardian the meeting date may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.

+ if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems if tests administered to the student within the previous year indicate that the student is performing at their grade level, the student need not be evaluated.
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

District Administrator Guidelines

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session that is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and
- J. address unexcused absences.

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 Revised 11/19/18
 Revised 4/27/20
 Revised 11/16/20

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Legal 7.30(2)(am), Wis. Stats.
 118.15, Wis. Stats.
 118.153, Wis. Stats.
 118.16, Wis. Stats.
 118.162, Wis. Stats.

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Book	Policy Manual
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5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from ~~his/her~~ the child's educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product that may be sold without a prescription order and that is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (e.g. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~Only those nonprescription~~ Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format ~~may be administered~~. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

No CBD products will be permitted for use at school.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Parents/guardians must provide prescribed medication and nonprescription drug products in the original manufacturer's package that lists the ingredients and dosage in a legible format. Any dosage other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

Prescribed medication must bear a date and the student's name.

Parents, or students authorized in writing by their practitioner and parents, may administer prescribed medication or nonprescription drug products.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her/their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

~~All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the parent and the practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~ All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her/the staff member or volunteers acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has assisted in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the District Administrator or the school nursing staff, in consultation with the District Administrator, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

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Revised 4/23/18

Revised 4/27/20

T.C. 3/15/21

Legal 118.29, 118.291, 118.292, 118.2925, 121.02 Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

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5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first-aid by trained persons so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for the employee's or volunteer's acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator and business office on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

~~A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.~~ A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion

management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches or other school officials that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

[] Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the _____ office.

[] Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.

[] Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age **twelve (12)** and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing;
- information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

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Legal 118.29, 118.293, 118.2935, Wis. Stats.

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5410 - PROMOTION, PLACEMENT, AND RETENTION

The promotion of students in five-(5)-year-old kindergarten through grade eight (8) is based upon the student's academic achievement and development. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one (1) year in each grade. On occasion, a student may need additional time in order to benefit fully from the instructional program. For such a student, retention may be helpful.

DEFINITIONS

Promotion:

Occurs when a student is doing the quality of work that indicates the student has met the criteria established in Policy 5410 and this administrative guideline, and should be moved forward to the next grade.

Transfer:

Occurs when a student is not doing the quality of work that indicates the student should be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Building Consultation Team with the concurrence of the building administrator.

Retention:

Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Building Consultation Team with the concurrence of the building administrator.

Building Consultation Team:

A Building Consultation Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team may include:

- 1 classroom teachers,
- 2 counselors and other support staff,
- 3 building principal or assistant principal,
- 4 parents.

Final decisions on student promotion, transfer, or retention rest with the building principal.

In order to be promoted to the next grade, from 1st through 8th grades, a student must achieve one (1) of the following:

- A. Academic Performance: Students must earn a "3" in 5-year-old Kindergarten through five (5) or a "D" or better in grades six (6) through eight (8) in literacy and numeracy. Five (5) year old kindergarten, fourth and eighth-grade students are subject to additional criteria as required by law or defined by Board policy on the promotion of students at these grade levels.
- B. Other Academic Criteria: A student must demonstrate satisfactory progress in meeting the goals/objectives of an at-risk plan/intervention plan, an individualized education program (IEP), a 504 accommodation plan, and/or a plan developed to meet the needs of an English language learner.

If none of the above criteria are met, grade level retention of the student shall be considered. The process of making retention decisions shall involve early parent/guardian notification and collaboration among teachers, parents/guardians, counselors, and the principal. Retention has a significant impact upon a student and shall be recommended only after serious deliberation, using established District guidelines.

A student recommended for retention may have the opportunity to be promoted to the next grade upon the successful completion of an approved remediation plan that addresses the failed subject area(s) including, but not limited to, summer school program or correspondence course(s).

The building principals shall be responsible for the general supervision and management of the promotion of students and shall determine whether a student has satisfied the criteria in this policy and other Board policies applicable to the promotion of students. The building principals shall develop practices and timelines to inform parents/guardians and students of the requirements of promotion policies and to keep parents/guardians informed of their child's academic progress.

Decisions on promotion or retention shall be made prior to the end of the school year whenever possible, and at the latest prior to the commencement of the next school year. Parents/guardians may appeal promotion or retention decisions in accordance with District procedures.

The District Administrator shall review and recommend policies and guidelines that help District schools prepare students to satisfy the promotion criteria.

Promotion from Grade 4 and Grade 8

[DRAFTING NOTE: CHOOSE OPTION 1 OR OPTION 2 BELOW. STATE STATUTE REQUIRES A BOARD-APPROVED POLICY SPECIFYING PROMOTION CRITERIA FOR GRADES 4 AND 8.]

[] OPTION 1:

Students in grades 4 and 8 will be promoted if they score at least at the "Basic" level on all of the subtests of the Wisconsin statewide grade 4 or grade 8 assessment, respectively.

If a student scores at the "Minimal" level on one or more subtests of the Wisconsin statewide grade 4 or grade 8 assessment, or if the student was excused from taking the assessment, or if the District has not yet received individual student scores for grade 4 or grade 8 students by May 1, then the promotion decision will be based on the student's grade 4 or grade 8 academic performance. A grade 4 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by () a report card grade of _____ or higher in each of the subtest areas () a passing grade in each of the subtest areas [END OF OPTION] will be promoted to grade 5. A grade 8 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by () a report card grade of _____ or higher in each of the subtest areas () a passing grade in each of the subtest areas [END OF OPTION] will be promoted to grade 9.

If a student has not demonstrated satisfactory grade level achievement in the subtest areas as evidenced by a report card grade as indicated above in each of the subtest areas, then the promotion decision will be based on recommendations of teachers which are based solely on the student's academic performance. The Principal will convene a meeting of the child's teacher(s), school counselor, Principal, and any others who the Principal believes may contribute to the promotion determination. The assembled promotion team will receive the teacher's recommendation which shall be based on academic indications such as prior classroom, District, and statewide assessment scores, the student's academic progress, portfolio, or any other measures of the student's ability or achievement deemed to be appropriate. After the teacher's recommendation is provided and any further analysis or discussion is considered, the team will either endorse the teacher's decision regarding promotion or make an alternate recommendation to the Principal.

If the promotion team makes an alternate recommendation to the Principal, then the Principal shall make the promotion decision based on the best interests of the child. Contingent conditions (e.g., summer school performance, tutoring, online coursework) may be part of the Principal's promotion decision.

Appeal Process

Any person appealing a decision denying promotion to grade five or grade nine under this policy shall submit a written appeal to the District Administrator within five (5) business days of notification. The person must state in writing the portion of this policy they believe was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The District Administrator will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the District Administrator is final.

[] END OF OPTION 1

[] OPTION 2 - District-Specific Criteria

[] END OF OPTION 2

A student shall be promoted from 4th to 5th grade when the student meets the following criteria:

- the student's score on the 4th grade examination, unless the student has been excused from taking the examination;
- the student's academic performance;
- recommendations of teachers, which are based solely on the student's academic performance;
- additional criteria specified by the Board.

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- the student's score on the 8th grade examination, unless the student has been excused from taking the examination;
- the student's academic performance;
- recommendations of teachers, which are based solely on the student's academic performance;
- D. additional criteria specified by the Board.

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5430 - **CLASS RANK**

~~The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.~~ The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships.

The Board authorizes the use of the Laude honor point system beginning with the Class of 2018.

Beginning with the Class of 2018, the high school will rank and recognize graduating seniors through the Laude System. The Laude System acknowledges student achievement through a combination of student Cumulative Grade Point Average (CGPA) at the end of seven (7) semesters and the number of honor class points completed in their high school career. Their CGPA and honor points make up their overall Laude score, which places them into one (1) of the possible Laude distinctions: Summa Cum Laude, Magna Cum Laude, and Cum Laude.

The Laude distinctions of Summa Cum Laude, Magna Cum Laude, and Cum Laude criteria will be published annually in *The Laude System* brochure and the high school course of study guide.

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5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling

chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
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5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~Harassment may occur student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female.~~ The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take ~~immediate~~ prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment ~~charges~~ complaints comprises part of one's duties

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) : ~~Unless expressly stated otherwise, the term "day" or "days" as used in this policy~~ means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) **unless expressly stated otherwise herein.**

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means **individuals, students, and Board employees (i.e., administrators, and professional and classified staff) administrators, teachers, and staff**, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, ~~or~~ physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to ~~his/her~~**their** person or damage to ~~his/her~~**the student's** property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" **directed against a student** - the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. **remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;**
- L. **() a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;**
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

~~It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, ~~and~~ or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Carmen O'Brien
Business Manager
School District of Manawa
800 Beech Street
Manawa, WI 54949
920-596-5840
cobrien@manawaschools.org

Dr. Abe El Manssouri
Manawa Middle School/Little Wolf High School Principal
920-596-5310
515 East 4th Street
Manawa, WI 54949
aelmanssouri@manawaschools.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's web site.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes ~~s/he~~ **the student** has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.

- C. Teachers, administrators, and other school officials/employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the one (1) of Compliance Officer(s) and the building principal or District Administrator within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to the Board has designated designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment, and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for _____ the Board Attorney [END OF OPTION] who has been designated to serve as the decision-maker for such complaints or will oversee the preparation of such recommendations by a designee.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Investigation and Complaint Procedure Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that they have the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or the Wisconsin Equal Rights Division other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken, **except for complaints against the District Administrator, in which case the Board President should be consulted.** The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

~~Within~~ **Generally, within** two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the ~~complainant~~ **Complainant** and informing the ~~complainant~~ **Complainant** of the investigation process.

~~The Complainant should be notified of any proposed action prior to such action being taken.~~

~~As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an~~

~~opportunity to respond to the complaint.~~

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within thirty (30) days of receiving the formal complaint.

The investigation will generally include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

~~In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may in consultation with the District Administrator or Board President, if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.~~

~~Absent extenuating circumstances~~ Generally, within ~~ten (10)~~ five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a final written decision regarding whether ~~or not~~ the complaint of harassment has been substantiated has been substantiated or request further investigation. A copy of the District Administrator's written final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten (10)~~ five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he the Complainant may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

~~If the decision of the District Administrator is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 — Bullying.~~

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

~~The~~ To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will ~~make employ~~ all reasonable efforts to protect the rights of the Complainant, ~~and the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations.~~ ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law.~~ Confidentiality cannot be guaranteed, however. ~~Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity. Additionally, the Respondent must be provided the Complainant's identity.~~

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct ~~all members of the School District community and third parties~~ each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose ~~to Third Parties~~ any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Reprisal

~~Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.~~

~~The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator ~~will develop a method of discussing this policy with the School District community~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. ~~Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate~~ All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

~~This policy shall be reviewed at least annually for compliance with local, State, and Federal law.~~

~~The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.~~

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;

- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;

It is suggested the following records also be maintained, as appropriate.

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;
- T. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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 Revised 7/22/19
 Revised 4/27/20
 Revised 1/17/22
 Revised 3/21/22
 T.C. 8/29/22

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118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 41 Wis. Admin. Code

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of SEARCH AND SEIZURE
Code	po5771
Status	
Adopted	June 20, 2016
Last Revised	December 18, 2017

5771 - **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property (e.g. desks and lockers) used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and proprietary control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals/Principal to provide students with written notice of this policy at least annually and that routine inspections be done () at least annually () at the discretion of the Principal [END OF OPTIONS] of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, and/or building principals, as well as others designated by the District Administrator

Student Person and Possessions

The Board recognizes that the privacy of students or his/her student's belongings may not be violated by unreasonable search and seizure. The Board directs that no student be searched without reasonable suspicion that the search will turn up evidence of either school or law violation. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he the Princippal has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact a police officer to conduct the search under the administrator's direction. If an officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials thus justifying the expertise of law enforcement. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Any vehicle permit issuance carries with it consent to search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the pPrincipal. S/HeThe Principal shall attempt to obtain the free-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/hethe Principal may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is under the aegis of the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independently of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search that constitutes evidence of a violation of a particular law or school rule or that endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

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Legal 118.32, 118.325, 118.45 Wis. Stats.
 948.50, Wis. Stats.
 Wisconsin Const. Art. 1 Section 11
 U.S. Constitution, 4th Amendment

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	November 21, 2016
Last Revised	January 17, 2022

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for ~~transported~~ transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. **This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof.** "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

Revised 11/18/19

Revised 11/16/20

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of SAFETY AND SECURITY
Code	po7440
Status	
Adopted	November 21, 2016
Last Revised	July 22, 2019

7440 - **SAFETY AND SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building. School office staff must contact the classroom teacher to verify that the visitor is expected.
- C. All visitors are expected to sign out prior to departing the building.

D. Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if an administrator is not available, if applicable, appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents shall make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the only approved visitor entrance and shall check-in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to the parent's repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual either a student or staff member, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises, that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person who is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of his/her visit to any school facility and must notify the District Administrator of his/her/their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her/their status as a registered sex offender and his/her/they have children enrollment in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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Legal 120.13(35), Wis. Stats.
 175.32(2), (3), Wis. Stat.
 301.475, Wis. Stat.

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
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Last Revised	March 15, 2021

8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. It is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator ~~shall develop guidelines to provide for IEQ monitoring and maintenance. The following must be included in the plan the District establishes:~~ **will implement an IEQ Management Plan (IEQ Plan) and take appropriate measures to adhere to the requirements in the IEQ Plan.** ~~The plan developed shall be implemented no later than February 2013. The following must be included in the plan the District establishes:~~

~~A. an employee designated to serve as the IEQ Coordinator for the District;~~

~~Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.~~

~~B. the following strategies shall be delineated by the IEQ Coordinator:~~

~~1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;~~

~~2. a complaint procedure for IEQ concerns of parents, students, or employees;~~

~~3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;~~

~~4. at least annually review the management plan and provide an update to the Board; and~~

~~5. identify additional Board policies governing IEQ issues for consideration.~~

~~C. provides for training on environmental quality standards for maintenance employees and for the IEQ coordinators and committee members;~~

~~D. develops a schedule of and standards for routine maintenance of District properties.~~

The District shall provide a copy of the ~~plan implemented~~ **District's IEQ Plan** to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program will also provide guidelines for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available media in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, providing for work areas free from recognized hazards and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue. Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to generally accepted industry standards
- C. implement a preventative maintenance program for HVAC systems that shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for ensuring materials used and purchased for use in the construction, furnishing, and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- Policy 7420 - Hygienic Management
- Policy 7430 - Safety Standards
- Policy 8410 - School Safety and Crisis Intervention
- Policy 8420 - ~~Emergency Preparedness~~ **School Safety**
- Policy 8431 - Preparedness for Toxic Hazards
- Policy 8431.01 - Asbestos Management
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens

See also DPI IEQ Plan <https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan>.

101.055, 101.11, **118.075**, 120.12(5), 121.02(1)(i), Wis. Stats.

~~118.075, Wis. Stats.~~ **Wis. Admin. Code SPS 332**

~~Chapter 32, Wis. Admin. Code~~

29 C.F.R. Part 1910

Revised 11/19/18

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Legal 101.055, 101.11, 118.075, 120.12(5), 121.02(1)(i), Wis. Stats.

Wis. Admin. Code SPS 332

29 C.F.R. Part 1910

Last Modified by Steve LaVallee on April 23, 2023



Book Policy Manual
Section For Board Review - Vol. 32, No. 1
Title Copy of EPIDEMICS AND PANDEMICS
Code po8420.01
Status
Adopted April 27, 2020

8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall ~~establish an Epidemic/Pandemic Response Team ("EPRT") to develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. () The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan~~ Epidemic/Pandemic Plan may be developed in accordance with ~~the plan developed pursuant to~~ Policy 8405 - Environmental Health and Safety Program. **[END OF OPTION]**

District administration is granted authority to take appropriate action as required in any instance where the District's plan ~~is inadequate or~~ does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;

L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;

M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan should be reviewed annually ~~by the EPRT and updated~~ updated as appropriate.

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Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES
Code	po8450
Status	
Adopted	November 21, 2016
Last Revised	April 25, 2022

8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Health Services (~~hereinafter referred to as~~ DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, () health room staff, () office staff, () _____, [END OF OPTIONS] or the ~~building principal~~ Principal will isolate the student in the building and contact the parents/guardians and may choose to send the student home. [DRAFTING NOTE: State statute specifies that teachers, school nurses, and principals have the authority to send home students exhibiting symptoms suspected of a communicable disease. The District may authorize other staff.] The staff member shall notify the parent(s) of the student, the Principal, and also contact the Waupaca County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

Legal

252.10, 252.19, 252.21, Wis. Stats.

Last Modified by Steve LaVallee on April 23, 2023



Book Policy Manual
Section For Board Review - Vol. 32, No. 1
Title Copy of DIRECT CONTACT COMMUNICABLE DISEASES
Code po8453
Status
Adopted November 21, 2016

8453 - DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

The District Administrator shall also ensure the guidelines are developed for reporting report communicable diseases and sending home any removal from the school setting of students or staff suspected of having a communicable disease to appropriate authorities as provided under State law.

Legal

252.21, Wis. Stats.

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Book Policy Manual
Section For Board Review - Vol. 32, No. 1
Title Copy of TRANSPORTATION
Code po8600
Status
Adopted November 21, 2016

8600 - TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

~~School buses and student transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned.~~ School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - Bus Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - Bus Services Contracts shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]

The Board authorizes the District Administrator to install and operate video and audio **[END OF OPTION]** camera surveillance on District buses to enhance student safety and well-being.

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video and audio **[END OF OPTION]** surveillance on all school buses **[END OF OPTION]** S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

It is strongly recommended that the District provide notification to parents regarding video () and audio **[END OF OPTION]** on District buses.

[] The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. **[END OF OPTION]**

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Legal Wis. Admin. Code Trans 300.81
 120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Vol. 32, No. 1
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Adopted	November 21, 2016
Last Revised	March 15, 2021

8800 - **RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES**

~~The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion.~~

~~The Board may not prohibit any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs.~~

~~District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.~~

The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with ~~Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.~~

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.~~

Students are not prohibited by this policy or any guideline promulgated pursuant to this policy, from engaging in the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student or staff may be compelled to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.~~

Revised 12/18/17

Revised 4/27/20

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Legal 118.06(2), Wis. Stats.

20 U.S.C. 4071 et seq.

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Book Policy Manual
Section For Board Review - Vol. 32, No. 1
Title PATRIOTIC ACTIVITIES AND OBSERVANCES
Code po8802 - NEW Policy
Status

New Policy - Vol. 32, No. 1

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

[] The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the District Administrator's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

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Legal 118.06, Wis. Stats.

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Book Policy Manual
 Section For Board Review - Vol. 32, No. 1
 Title Policy Disposition Sheet
 Code Vol. 32, No. 1
 Status

DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

VOLUME 32 NO. 1, January 2023

Coding for District-Specific Edits

*1 = drafted by District staff

*2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

*3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material

(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po0100				
po0175				
po2210				
po2220				
po2221				
po2430				
po3215				
po4215				
po5200				
po5250				
po5330				
po5340				

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po5410				
po5512				
po5517				
po5771				
po7434				
po7440				
po7544				
po8405				
po8420.01				
po8450				
po8600				
po8800				
po8802				

Last Modified by Steve LaVallee on April 20, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Overview & Comments
Code	1
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 32, Number 1, Technical Corrections

January 2023

Neola will issue an update of only technical corrections, as necessary. With this change, the Regular Update will contain the more substantive policy issues for review that would require consideration by and approval of the Board. Importantly, these technical changes do not materially alter the policy's intent but rather provide minor changes that improve the quality and/or consistency of the policy or guideline. If the Board has adopted the language noted below in Bylaw 0131.1, these technical corrections may be made without approval by the Board. However, as noted, the Board should be informed of these technical corrections at the next regular Board meeting. It is our belief that this change will help to streamline the process of review and adoption.

Pursuant to optional language offered in Bylaw 0131.1 - Bylaws and Policies:

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes at the next regular Board meeting.

Bylaws and Policies

Policy 0144.5 - Board Member Behavior and Code of Conduct (Technical Correction)

This Technical Correction adds an additional organizational choice for Board development purposes.

Policy 0155 - Committees (Technical Correction)

This Technical Correction replaces "public participation" with "public comment" to be consistent with other policies, including Policy 0167.3, Public Comment at Board Meetings.

Policy 0167.3 – Public Comment at Board Meetings (Technical Correction)

This Technical Correction adds "business" to the reference to "days" for consistency.

Policy 2240 – Controversial Issues in the Classroom (Technical Correction)

This Technical Correction clarifies the requirement stated in one of the options and changes the reference to developing administrative guidelines as an option for consistency with actual practice.

Policy 3131 – Reduction in Staff (Technical Correction)

The policy is revised to provide flexibility in the evaluation of needs for purposes of staff reduction to allow for unanticipated or unforeseen considerations of relevance to the determination of affected staff. The language is reordered to better reflect that flexibility.

Adoption of this revision is recommended to better reflect practice.

Policy 3210 – Staff Ethics (Technical Correction)

This Technical Correction updates the language for consistency with Policy 4210.

Policy 5610 - Suspension and Expulsion (Technical Correction)

This policy has been revised to clarify that the meeting a student or the student's parent may have within five (5) school days following the commencement of a suspension is with an Administrator, not specifically *the* District Administrator.

Policy 7217 – Weapons (Technical Correction)

This Technical Correction clarifies the applicability of the policy to relevant categories.

Policy 7540 - Technology (Technical Correction)

This policy has been revised to clarify that compliance with Policy 7540.03 - Student Technology Acceptable Use and Safety is a requirement and not an option as was previously included in the policy.

Policy 8305 - Information Security (Technical Correction)

This policy has been revised to remove the requirement for completing a specific form regarding Staff Acceptable Use and Safety.

Policy 8453 – Direct Contact Communicable Diseases (Technical Correction)

Revisions are made to this policy to more accurately reflect the required action found in 252.21, Wis. Stats regarding the reporting to the local health officer.

Adoption of these revisions is recommended for compliance with statutory requirements.

Policy 8453.01 - Control of Blood-Borne Pathogens (Technical Corrections)

This policy has been revised to reflect that it is mandatory for staff whose duties create a reasonable anticipation of exposure to blood and other infectious materials to complete the blood-borne Pathogens School Training available through the Department of Public Instruction.

Policy 8510 - Wellness (Technical Corrections)

This policy has been updated to include the appropriate link to the United States Department of Agriculture requirements for meal nutrition standards.

Policy 8531 - Free and Reduced-Price Meals (Technical Corrections)

The revisions to this policy clarify that the Federal government, through the Wisconsin Department of Public Instruction, is responsible for administering the School Nutrition Programs.

Policy 9700.01 – Advertising and Commercial Activities (Technical Correction)

This Technical Correction clarifies the term "District Administrator" within the policy language for consistency with other policies.

Last Modified by Steve LaVallee on April 24, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5
Status	
Adopted	March 15, 2021
Last Revised	April 25, 2022

0144.5 - **BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.

- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Support all District employees in the proper performance of their duties by ensuring all staff members have access to quality professional development opportunities and receive regular, impartial job performance evaluations.
- N. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- O. Maintain open communication lines with all elements of the community and inform community members about the educational needs of the District, the actions of the Board, and the accomplishments of the District's educational programs.
- P. Recognize that the Board is responsible for overall management and control of District affairs and property, including the development of policies by which the schools are to be administered, but that the day-to-day administration of the educational program and school business shall be the responsibility of the District Administrator and other designated staff members.
- Q. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- R. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- S. Refrain from using their Board positions for personal partisan gain.
- T. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- U. Work continually with the administration to identify the needs, goals, and priorities of the District.
- V. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- W. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether he or she is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with the authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members

treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by a majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records they create, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether they investigate the matter or if it is necessary to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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Legal 17.13, Wis. Stats.
 946.12, Wis. Stats.
 The Consortium of State School Board Associations
 The National Association of School Boards
 The Wisconsin Association of School Boards

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	
Adopted	April 25, 2016
Last Revised	March 21, 2022

0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than ten (10) business days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the approval of Board President.

Public Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular or special meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.

H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

I. The presiding officer may:

1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
2. request any individual to leave the meeting when that person does not observe reasonable decorum;
3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.

K. The Board may authorize the administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.

L. Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

Revised 11/16/20

Revised 7/19/21

Revised 1/17/22

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Legal 19.90, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of CONTROVERSIAL ISSUES IN THE CLASSROOM
Code	po2240
Status	
Adopted	October 17, 2016
Last Revised	January 17, 2022

2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the district.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues and how to appreciate the value of differing viewpoints.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or are likely to arouse both support and opposition in the community. These issues may range across a wide spectrum of political, social, economic and religious topics.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.
- D. does not cause a substantial disruption in the school environment.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, relate to the topic of instruction, and do not cause substantial disruption to the school environment.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view and may only express a personal opinion after the teacher has confirmed that student discussion has concluded.

Teachers should be mindful that this does not permit them to offer opinions on topics that would not be the subject of discussion in the classroom due to their appropriateness for the age(s) of the students involved. As always, teachers are expected to serve as exemplars for their students by demonstrating good judgment as professionals when discussing controversial issues and expressing personal opinions in the classroom.

The classroom ~~should~~ shall not be used as a forum for the discussion of District employment issues.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either 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 for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent-requested absences.

(See also Policy 3310 – Freedom of Speech in Noninstructional Settings)

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of REDUCTION IN STAFF
Code	po3131
Status	
Adopted	May 16, 2016
Last Revised	March 15, 2021

3131 - **REDUCTION IN STAFF**

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The District Administrator shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable inter-district agreements, and applicable law.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

~~Selection of staff for reduction once positions have been identified, will be based on~~ The District Administrator shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District, including the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. length of service to the District

~~The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.~~

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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T.C. 3/15/21

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of STAFF ETHICS
Code	po3210
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Adopted	October 1, 2015
Last Revised	June 19, 2017

3210 - **STAFF ETHICS**

An effective educational program requires the services of employees ~~people~~ of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, subordinates and superiors;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legal-confidential information;
- F. ensure that their actions or those of another on their behalf private economic interests;
- G. refuse accepting anything of value offered by another for the purpose of influencing judgment;
- H. adheres to the policies of the Board;
- I. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This ethics policy will in no way limit constitutionally or legally protected rights as a citizen.

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Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610
Status	
Adopted	June 20, 2016
Last Revised	December 18, 2017

5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., that include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing ~~from the student's records~~ reference to the suspension ~~from the student's records~~. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her the student's parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

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Legal 119.25, 120.13, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151
 42 U.S.C. 11431 et seq.

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of WEAPONS
Code	po7217
Status	
Adopted	November 21, 2016
Last Revised	January 17, 2022

7217 - **WEAPONS**

The Board prohibits ~~staff members, students, and~~ visitors and volunteers from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the District Administrator. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

A volunteer who is a concealed carry permit licensee may transport students for school-sponsored events or school-related purposes in his/her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a District-owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of ~~Wis. Stat. 948.605(2)(b)1r~~, Wis. Stats., from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Definition of "Weapon"

The term "weapon" means any object that, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295 (1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. items approved by the Board as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education or Archery Education courses, if used for the purpose of and in the manner approved (live ammunition shall never be approved);
- D. theatrical props used in appropriate settings with the approval of the building administrator;
- E. starter pistols used in appropriate sporting events.

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

Revised 11/21/16

T.C. 11/19/18

T.C. 3/15/21

T.C. 1/17/22

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Legal

- 120.13(1), Wis. Stats.
- 175.60, Wis. Stats.
- 939.22(10), Wis. Stats.
- 941.295, Wis. Stats.
- 943.13, Wis. Stats.
- 948.605, Wis. Stats.
- 948.61, Wis. Stats.
- 18 U.S.C. 921(a)(3)
- 18 U.S.C. 922
- 20 U.S.C. 7151

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Book	Policy Manual
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Title	Copy of TECHNOLOGY
Code	po7540
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Adopted	November 21, 2016
Last Revised	June 15, 2020

7540 - **TECHNOLOGY**

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must ~~sign and submit a Student Technology Acceptable Use and Safety form annually.~~ (See also, comply with Policy 7540.03-- Student Technology Acceptable Use and Safety.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

The District Administrator, in conjunction with the Technology Director, shall review the DTP and report any changes, amendments, or revisions to the Board.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media

platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources or personally-owned PCDs to access and/or use social media for personal purposes.

Revised 4/23/18

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Legal 948.11, Wis. Stats.
 947.0125, Wis. Stats.

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of INFORMATION SECURITY
Code	po8305
Status	
Adopted	August 20, 2018

8305 - **INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100 - Definitions) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. ~~Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.~~

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District *Technology Resources* on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director.

The District Administrator shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the District Administrator is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The District Administrator shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of *Information Resources*, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or ~~AG~~ guidelines will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or ~~AG~~ guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or ~~AG~~ guidelines may be denied access to the District's Technology Resources.

The District Administrator shall conduct an annual

assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300 - Continuity of Organizational Operations Plan.

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Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of CONTROL OF BLOOD-BORNE PATHOGENS
Code	po8453.01
Status	
Adopted	November 21, 2016
Last Revised	November 21, 2016

8453.01 - **CONTROL OF BLOOD-BORNE PATHOGENS**

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.

The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.

To protect staff members and students, the District Administrator shall implement guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual and such guidelines will include but not be limited to:

- A. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. providing for record-keeping of all of the above which complies with both Federal and State laws;
- F. developing an exposure control plan.

Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials should; complete the blood-borne Pathogens School Training made available through the DPI.

Revised 11/21/16

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Legal 101.055, Wis. Stats.
29 C.F.R. 1910.1030

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of WELLNESS
Code	po8510
Status	
Adopted	November 21, 2016
Last Revised	August 15, 2022

8510 - **WELLNESS**

As required by law, the Board establishes the following wellness policy for the School District of Manawa as a part of a comprehensive wellness initiative.

Policy Preamble

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school-based activities.

Policy Leadership

The designated official for oversight of the wellness policy is Carmen O'Brien, Business Manager. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

Required Public Involvement

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, School Board members, members of the public, and other school administrators in the development, implementation, evaluation, and periodic review and update, if necessary, of the wellness policy.

District Wellness Committee

Committee Formation

The District shall convene a Wellness Committee that meets at least two (2) times during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

Committee Representatives

The District shall invite a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the Wellness Policy.

Stakeholders may include:

- A. administrator(s)
- B. Board member(s)
- C. classroom teacher(s)
- D. physical education teacher(s)
- E. school food service representative(s)
- F. school health paraprofessional or nurse
- G. community member/parent(s)
- H. student(s)
- I. medical/health care professional(s)
- J. nutrition and/or health education teacher(s)
- K. school counselor(s)

Nutrition Standard for All Foods/School Meal Programs/Standards and Guidelines for School Meal Programs

- A. ~~All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. USDA Meal Patterns~~ All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (<https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>) [DRAFTING NOTE: The policy shall include a link to USDA meal pattern requirements or list them individually.]
- B. Drinking water is available for students during mealtimes.
- C. All schools in the District participate in USDA child nutrition programs, including National School Lunch Program and School Breakfast Program.
- D. All meals are accessible to all students.
- E. Withholding food as a punishment shall be strictly prohibited.
- F. All meals are appealing and attractive and served in clean and pleasant settings.
- G. Students are provided at least 10 minutes to eat breakfast and at least 20 minutes] to eat lunch after being seated.
- H. Menus shall be posted on the District website.
- I. All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

School Meal Program Participation

The District:

- A. ~~S~~shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- B. ~~S~~shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;

- C. Sshall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.

Foods and Beverages Sold Outside of School Meals

All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. [Add link.

Foods Offered/Provided but Not Sold

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

Fundraising

The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

Nutrition Education

- A. The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.
- B. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- C. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.

Nutrition Promotion

The District is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

Physical Activity

- A. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.
- B. All students in grades K- 5 shall be provided with a daily recess period at least twenty (20) minutes in duration. Recess shall not be used as a reward or punishment.
- C. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

Physical Education

- A. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- B. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- C. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

- D. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- E. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- F. In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

Other School-Based Strategies for Wellness:

- A. Students, parents, and other community members shall have access to the school's outdoor physical activity facilities outside the normal school day.
- B. As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.

Staff Wellness

The District will implement the following activities below to promote healthy eating and physical activity among school staff.

Distribution by the Business Manager of a monthly employee health newsletter to promote healthy behaviors.

Additional Strategies for Consideration:

- A. The school shall provide attractive, clean environments in which the students eat.
- B. Students are permitted to have bottled water in the classroom.
- C. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- D. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

All foods available on campus during the school day shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.
- D. All food service personnel shall receive pre-service training in food service operations.
- E. Continuing professional development shall be provided for all staff of the food service program.

Monitoring and Evaluation

- A. The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at <https://www.manawaschools.org/district/>.
- B. The program developed shall include the following items, along with any additional measures deemed appropriate:
 1. identify specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, with consideration for evidence-based strategies;
 2. develop nutrition guidelines for all foods and beverages sold during the school day, that are consistent with Federal requirements for meal nutrition standards and smart snacks, and restricting marketing efforts to only those items that meet established guidelines;

3. develop policies pertaining to other food items in the schools, including for classroom parties, birthday snacks, or other food items not for sale, but distributed in the schools;
4. describes the process and public involvement in the development of the wellness program and initiatives.

Public Notice

The District Administrator shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children, and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

Record Retention

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy in the Board Committees Google Drive - Wellness Committee folder permanently.

Revised 3/15/18

Revised 4/23/18

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Legal 42 U.S.C. 1751 et seq.
 42 U.S.C. 1771 et seq.

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	
Adopted	November 21, 2016
Last Revised	March 15, 2021

8531 - **FREE AND REDUCED-PRICE MEALS**

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

~~Children, eligible for free or reduced price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.~~ Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's administration of the School Nutrition Programs.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

2. Fax: (202) 690-7442; or

3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 7/17/17

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Legal 115.34-115.345, Wis. Stats.
 120.10(16), Wis. Stats.
 120.13(10), Wis. Stats.
 P.I. 42, Wis. Adm. Code
 42 U.S.C. 1771 et seq.

Last Modified by Steve LaVallee on April 23, 2023



Book	Policy Manual
Section	For Board Review - Technical Corrections - Vol. 32, No. 1
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	November 21, 2016
Last Revised	March 15, 2021

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

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

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

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

A. Product Sales:

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

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel Seventeen or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

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

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

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

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

General Advertising Guidelines

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

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

Accounting

Advertising revenues must be properly reported and accounted for ~~per Board policy~~ as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

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Last Modified by Steve LaVallee on April 23, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of FMLA RECORDKEEPING REQUIREMENTS
Code	ag1630.01B
Status	Proposed to Policy & Human Resources Committee
Adopted	February 22, 2018
Last Revised	January 3, 2023

1630.01B - FMLA RECORDKEEPING REQUIREMENTS

The District office is responsible for making, keeping, and preserving all relevant records pertaining to the Board of Education's obligations under the FMLA in accordance with the recordkeeping requirements of Section 11(c) of the Fair Labor Standards Act (FLSA) and in accordance with the final regulations applicable to the FMLA. Specifically, the Administrative Assistant is charged with keeping/preserving the records identified below in accordance with the Wisconsin Department of Public Instruction's guidelines for District's Records Retention Schedule (~~see Policy AG-8310A~~), and under no circumstances shall said records be kept for less than three (3) years. The records shall be available for inspection, copying, and transcription by representatives of the Department of Labor upon request.

The Administrative Assistant shall maintain records that disclose the following:

- A. Basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
- B. Dates FMLA leave is taken by FMLA eligible employees (e.g., available from time records, requests for leave, etc., if so designated). Leave must be designated in records as FMLA leave; leave so designated may not include leave required under State law or a Board plan which is not also covered by FMLA.
- C. If FMLA leave is taken by eligible employees in increments of less than one (1) full day, the hours of the leave.
- D. Copies of employee notices of leave furnished to the District under FMLA, if in writing, and copies of all written notices given to employees as required under the FMLA and its implementing regulations (see 29 C.F.R. Section 825.300(b) through (c)). Copies may be maintained in employee personnel files.
- E. Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves.
- F. Premium payments of employee benefits.

- G. Records of any dispute between the District and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the Superintendent or designee or employee of the reasons for the designation and for the disagreement.

Records and documents relating to certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files. If the Genetic Information Nondiscrimination Act of 2008 (GINA) is applicable, records and documents created for purposes of FMLA leave containing family medical history or genetic information as defined by GINA shall be maintained in accordance with the confidentiality requirements of Title II of GINA (29 C.F.R. 1635.9), which allow for disclosure consistent with FMLA requirements. If the ADA, as amended, is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements (see 29 1630.14(c)(1)), except that:

- A. supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;
- B. first aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and
- C. government officials investigating compliance with FMLA (or other pertinent laws) shall be provided relevant information upon request.

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Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
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
Last Revised	December 19, 2022

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.~~

Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of SUBSTANCE ABUSE - To be deleted
Code	ag3170
Status	Proposed to Policy & Human Resources Committee
Adopted	May 21, 2018

~~3170A~~ **SUBSTANCE ABUSE**

~~Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test administered by law enforcement.~~

~~Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined by the District Administrator.~~

~~Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, the District will contact law enforcement for assistance. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the District Administrator.~~

Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of NONDISCRIMINATION AND ANTI-HARASSMENT - REPORTING THREATENING BEHAVIORS
Code	ag3362.01
Status	Proposed to Policy & Human Resources Committee
Adopted	February 28, 2022
Last Revised	January 3, 2023

3362.01 - **REPORTING THREATENING BEHAVIORS**

Threatening behavior may take different forms including, but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that the staff member's safety and well-being are in jeopardy
- B. any conduct or written/oral communications that include comments toward the staff member or the staff member's family which would imply or state explicitly that the staff member and/or the staff member's family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject the staff member to blackmail or extortion
- D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of the staff member's family
- E. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Definitions

Words used in this guideline shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassing, threatening, and/or intimidating behavior, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who is alleged to have engaged in harassing, threatening, and/or intimidating behavior, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

District community means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Any staff member who believes that the staff member is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, other member of the District community, or Third Parties, promptly should take the following steps:

- A. If the Respondent would be the staff member's supervisor or a member of the District Office~~central office~~ staff, as soon as possible after the incident, the Complainant should contact the District's Compliance Officer (see Policy 3362 - Anti-Harassment).
- B. If the Respondent is not the staff member's supervisor or member of the District Office~~central office~~ staff, as soon as possible after the incident, the Complainant should contact his/her supervisor or the District Compliance Officer.
- C. If the Respondent is a student of the District, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom the staff member believes to be responsible for the threatening behavior and the nature of the threatening behavior incident(s). A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the immediate supervisor. In the event that a staff member hears or receives a threat of violence in, or targeted at, any school, the staff member shall immediately refer to Policy 8462.01 - Threats of Violence and proceed accordingly.

Each report received by the supervisor as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint, except that a Respondent must be informed of the Complainant's identity;
- B. encourage the reporting of any incidents of threat;
- C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of a threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor

whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.

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Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of FEDERAL GROUP HEALTH CONTINUATION (COBRA) -to be deleted
Code	ag3421
Status	Proposed to Policy & Human Resources Committee
Adopted	May 21, 2018

~~3421—FEDERAL GROUP HEALTH CONTINUATION (COBRA)~~

~~Qualifying Event~~

- ~~A. Employees covered under the Board of Education's Group Health Coverages shall be offered the opportunity to continue the Group Health Coverages upon occurrence of one of the following "qualifying events":~~
- ~~1. voluntary or involuntary termination of employment for reasons other than "gross misconduct"~~
 - ~~2. reduction in the number of hours of employment~~
- ~~B. Spouses may continue the Group Health Coverages upon occurrence of one of the following "qualifying events":~~
- ~~1. termination of the covered employee's employment for any other reason other than "gross misconduct"~~
 - ~~2. reduction in the hours worked by the covered employee~~
 - ~~3. covered employee's becoming entitled to Medicare~~
 - ~~4. divorce or legal separation of the covered employee~~
 - ~~5. death of the covered employee~~
- ~~C. Dependent children may continue the Group Health Coverages upon the occurrence of one of the following "qualifying events":~~
- ~~1. termination of covered employee's employment for any reason other than "gross misconduct"~~
 - ~~2. reduction in the hours worked by the covered employee~~
 - ~~3. loss of "dependent child" status under the plan rules~~
 - ~~4. covered employee's becoming entitled to Medicare~~
 - ~~5. divorce or legal separation of the covered employee~~
 - ~~6. death of the covered employee~~

~~Election~~

~~Qualified beneficiaries have a sixty (60) day period from the later of the coverage loss date or the date the notice to elect COBRA coverage is sent to elect whether to continue coverage. Once COBRA coverage is chosen, the beneficiary is required to pay for the coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary.~~

~~Benefits Available to Qualified Beneficiaries~~

~~Qualified beneficiaries have the right to elect to continue coverage that is identical to the coverage provided under the plan. A covered employee or the covered employee's spouse may elect COBRA coverage on behalf of any other qualified beneficiary. Each qualified beneficiary, however, may independently elect COBRA coverage. A parent or legal guardian may elect on behalf of a minor child.~~

~~Termination of COBRA Coverage~~

~~Coverage for the employee and eligible dependent(s), if any, can end when:~~

- ~~A. the last day of maximum coverage is reached;~~
- ~~B. premiums are not paid on a timely basis;~~

- ~~C. the employee ceases to maintain any group health plan;~~
- ~~D. coverage is obtained with another employee group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary;~~
- ~~E. a beneficiary is entitled to Medicare benefits.~~

~~Special rules for disabled individuals may extend the maximum periods of coverage. If a qualified beneficiary is determined under Title II or XVI of the Social Security Act to have been disabled at the time of a termination of employment or reduction in hours of employment and the qualified beneficiary properly notifies the plan administrator of the disability determination, the eighteen (18) month period is expanded to twenty nine (29) months.~~

Regular Conversion Option

~~After the continuation coverage under COBRA expires, the beneficiary may be eligible for coverage under any conversion option provided under the plan.~~

- ~~A. The Board will notify a qualified COBRA beneficiary of the option to enroll in a conversion plan **within 180 days** before the expiration date of COBRA continuation coverage.~~
- ~~B. The benefits and costs of coverage available under a conversion option may differ from those offered through the group health plan.~~

Notification Requirements

~~A. The Board shall:~~

- ~~1. notify all covered employees and spouses of their coverage continuation rights on the date the COBRA requirements took effect;~~
~~Thereafter, each employee shall be notified of this policy at the time they begin coverage under the Board's Group Health Coverages and each spouse shall be notified of this policy at the time family or spouse coverage begins under the Board's Group Health Coverages.~~
~~Notification to the employee's spouse shall be deemed to serve as notice on dependent children.~~
- ~~2. include information on the continuation rights in the Summary Plan Description;~~
- ~~3. notify the plan administrator within thirty (30) days of the following qualifying events:~~
 - ~~a. death of the covered employee~~
 - ~~b. termination of employment or reduction in hours of the covered employee~~
 - ~~c. eligibility of covered employee for Medicare~~
 - ~~d. bankruptcy of covered employee~~

~~B. The Plan Administrator shall:~~

- ~~1. notify the employee of their COBRA provisions when the employee begins under the group health coverages;~~
- ~~2. notify the eligible beneficiaries **within fourteen (14) days** of receiving the specified notification of the qualifying event of his/her right to continuation of coverage. Notifying a spouse or former spouse of an employee is considered sufficient notice to all other eligible beneficiaries living with that person.~~

~~The employee, retiree, or family member should notify the plan administrator within sixty (60) days of events consisting of divorce or legal separation or a child's ceasing to be covered as a dependent under plan rules.~~

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Legal

P.L. 99-272

Consolidated Omnibus Budget Reconciliation Act of 1984

Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of SUBSTANCE ABUSE - to be deleted
Code	ag4170
Status	Proposed to Policy & Human Resources Committee
Adopted	June 18, 2018

~~4170A~~ **SUBSTANCE ABUSE**

~~Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test administered by law enforcement.~~

~~Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined by the District Administrator.~~

~~Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, the District will contact law enforcement for assistance. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the District Administrator.~~

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Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of NONDISCRIMINATION AND ANTI-HARASSMENT - REPORTING THREATENING BEHAVIORS
Code	ag4362.01
Status	Proposed to Policy & Human Resources Committee
Adopted	February 28, 2022
Last Revised	January 3, 2023

4362.01 - **REPORTING THREATENING BEHAVIORS**

Threatening behavior may take different forms including, but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that the staff member's safety and well-being are in jeopardy
- B. any conduct or written/oral communications that include comments toward the staff member or the staff member's family which would imply or state explicitly that the staff member and/or the staff member's family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject the staff member to blackmail or extortion
- D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of the staff member's family
- E. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated

Definitions

Words used in this guideline shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassing, threatening, and/or intimidating behavior, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who is alleged to have engaged in harassing, threatening, and/or intimidating behavior, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

District community means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Any staff member who believes that the staff member is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, other member of the District community, or Third Parties, promptly should take the following steps:

- A. If the Respondent would be the staff member's supervisor or a member of the District Office~~central office~~ staff, as soon as possible after the incident, the Complainant should contact the District's Compliance Officer (see Policy 3362 - Anti-Harassment).
- B. If the Respondent is not the staff member's supervisor or member of the District Office~~central office~~ staff, as soon as possible after the incident, the Complainant should contact his/her supervisor or the District Compliance Officer.
- C. If the Respondent is a student of the District, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom the staff member believes to be responsible for the threatening behavior and the nature of the threatening behavior incident(s). A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the immediate supervisor. In the event that a staff member hears or receives a threat of violence in, or targeted at, any school, the staff member shall immediately refer to Policy 8462.01 - Threats of Violence and proceed accordingly.

Each report received by the supervisor as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint, except that a Respondent must be informed of the Complainant's identity;
- B. encourage the reporting of any incidents of threat;
- C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of a threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor

whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.

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Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of FEDERAL GROUP HEALTH CONTINUATION (COBRA) - to be deleted
Code	ag4421
Status	Proposed to Policy & Human Resources Committee
Adopted	June 18, 2018

4421—FEDERAL GROUP HEALTH CONTINUATION (COBRA)

Qualifying Event

- ~~A. Employees covered under the Board of Education's Group Health Coverages shall be offered the opportunity to continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":~~
- ~~1. voluntary or involuntary termination of employment for reasons other than "gross misconduct"~~
 - ~~2. reduction in the number of hours of employment~~
- ~~B. Spouses may continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":~~
- ~~1. termination of the covered employee's employment for any other reason other than "gross misconduct"~~
 - ~~2. reduction in the hours worked by the covered employee~~
 - ~~3. covered employee's becoming entitled to Medicare~~
 - ~~4. divorce or legal separation of the covered employee~~
 - ~~5. death of the covered employee~~
- ~~C. Dependent children may continue the Group Health Coverages upon the occurrence of one (1) of the following "qualifying events":~~
- ~~1. termination of covered employee's employment for any reason other than "gross misconduct"~~
 - ~~2. reduction in the hours worked by the covered employee~~
 - ~~3. loss of "dependent child" status under the plan rules~~
 - ~~4. covered employee's becoming entitled to Medicare~~
 - ~~5. divorce or legal separation of the covered employee~~
 - ~~6. death of the covered employee~~

Election

~~Qualified beneficiaries have a sixty (60) day period from the later of the coverage loss date or the date the notice to elect COBRA coverage is sent to elect whether to continue coverage. Once COBRA coverage is chosen, the beneficiary is required to pay for the coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary.~~

Benefits Available to Qualified Beneficiaries

~~Qualified beneficiaries have the right to elect to continue coverage that is identical to the coverage provided under the plan. A covered employee or the covered employee's spouse may elect COBRA coverage on behalf of any other qualified beneficiary. Each qualified beneficiary, however, may independently elect COBRA coverage. A parent or legal guardian may elect on behalf of a minor child.~~

Termination of COBRA Coverage

~~Coverage for the employee and eligible dependent(s), if any, can end when:~~

- ~~A. the last day of maximum coverage is reached;~~
- ~~B. premiums are not paid on a timely basis;~~

- ~~C. the employee ceases to maintain any group health plan;~~
- ~~D. coverage is obtained with another employee group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary;~~
- ~~E. a beneficiary is entitled to Medicare benefits.~~

~~Special rules for disabled individuals may extend the maximum periods of coverage. If a qualified beneficiary is determined under Title II or XVI of the Social Security Act to have been disabled at the time of a termination of employment or reduction in hours of employment and the qualified beneficiary properly notifies the plan administrator of the disability determination, the eighteen (18) month period is expanded to twenty nine (29) months.~~

Regular Conversion Option

~~After the continuation coverage under COBRA expires, the beneficiary may be eligible for coverage under any conversion option provided under the plan.~~

- ~~A. The Board will notify a qualified COBRA beneficiary of the option to enroll in a conversion plan within 180 days before the expiration date of COBRA continuation coverage.~~
- ~~B. The benefits and costs of coverage available under a conversion option may differ from those offered through the group health plan.~~

Notification Requirements

- ~~A. The Board shall:

 - ~~1. notify all covered employees and spouses of their coverage continuation rights on the date the COBRA requirements took effect;~~~~

~~Thereafter, each employee shall be notified of this policy at the time they begin coverage under the Board's Group Health Coverages and each spouse shall be notified of this policy at the time family or spouse coverage begins under the Board's Group Health Coverages.~~

~~Notification to the employee's spouse shall be deemed to serve as notice on dependent children.~~

- ~~2. include information on the continuation rights in the Summary Plan Description;~~
- ~~3. notify the plan administrator within thirty (30) days of the following qualifying events:

 - ~~a. death of the covered employee~~
 - ~~b. termination of employment or reduction in hours of the covered employee~~
 - ~~c. eligibility of covered employee for Medicare~~
 - ~~d. bankruptcy of covered employee~~~~

- ~~B. The Plan Administrator shall:

 - ~~1. notify the employee of their COBRA provisions when the employee begins under the group health coverages;~~
 - ~~2. notify the eligible beneficiaries within fourteen (14) days of receiving the specified notification of the qualifying event of his/her right to continuation of coverage. Notifying a spouse or former spouse of an employee is considered sufficient notice to all other eligible beneficiaries living with that person.~~~~

~~The employee, retiree, or family member should notify the plan administrator within sixty (60) days of events consisting of divorce or legal separation or a child's ceasing to be covered as a dependent under plan rules.~~

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Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN ENROLLMENT
Code	ag5113
Status	Proposed to Policy & Human Resources Committee
Adopted	August 20, 2018
Last Revised	December 19, 2022

5113 - **ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN ENROLLMENT**

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. More specifically, the District, in administering its participation will:

- A. harmonize to the extent possible Sections 118.145(4), 118.51, 118.52;
- B. give priority to its resident students regarding intra-District open enrollment opportunities;
- C. take account, as appropriate, of individual rights under the Wisconsin and United States Constitution.

Full-Time Open Enrollment

A. Application Procedures for Nonresident Students

Applications from nonresidents for full-time open enrollment into a District school must:

1. be submitted on the form provided by the Department of Public Instruction ("DPI"); **and**
2. be received between the first Monday in February and the last weekday in April, unless otherwise provided by **law** ~~the~~ **DPI** or as described in Section **JK**, below - Alternative Application Procedures.

If a student submits applications to more than three (3) nonresident school districts, all applications submitted are invalid.

Untimely applications will not be processed nor will the review process be delayed by failure to submit supporting documentation. Copies of all nonresident student applications will be sent to the resident school district of each nonresident student and the DPI no later than the first weekday after the last weekday in April unless otherwise provided by the DPI.

The District shall provide to any nonresident district to which a resident student with a disability has applied for open enrollment a copy of the student's Individualized Education Program no later than the first Friday following the first Monday in May.

B. Timetable for Decisions on Applications

District decisions on full-time open enrollment applications will be made after April 30th and no later than the Friday following the first Monday in June, unless otherwise provided by the DPI and/or (waiting list provisions of this guideline).

C. Procedure for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings.

The Board will determine the availability of spots for the following school year at its January Board meeting, which will establish which applicants will be guaranteed approval per Policy 5113 - Open Enrollment Program (Inter-District), if any, and how many available spots there are in each program, grade level, and building.

If there are more applications than spaces, the Board will fill the available spaces by random selection. **Unless provided guaranteed approval in the Board's space availability determinations, ~~provided that first~~ priority in the random selection process shall be provided as follows: ~~will be given to nonresident students already attending District schools and their siblings.~~**

1. **currently attending students**
2. **siblings of currently attending students**
3. **if neither currently attending student nor siblings of currently attending students are guaranteed approval, both groups shall be provided equal preference**
4. **If the number of students entitled to preference for any grade level exceeds the number of spots available, only those students entitled to preference will be included in the random selection process**
5. **siblings of any student selected in the random selection process will be granted preference to any remaining spots at the sibling(s) grade level, but is not guaranteed approval if no spots are available in the sibling(s) grade level(s)**

~~{ } [OPTIONAL WAITING LIST— Note that selection here must be consistent with Board Policy 5113.]~~

D.

~~{ }~~The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants **or from those entitled to preference**, the remaining names will be drawn randomly and placed on the waiting list in order of selection **beginning first with randomly ordered students entitled to preference followed by all other applicants randomly ordered**. The District may approve attendance by non-resident students on the waiting list up to the third Thursday in September, provided that the student will be in attendance in the District by the third Friday in September **and provided that the student has not already attended a non-resident school district in the current year.**

If a student is on the waiting list for both grade level and special education programming, both spots must become available for the student to become eligible for approval.

~~{END OF OPTION}~~

E. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. The availability of space in the schools, programs, classes, or grades within the District, as determined by the Board in January. ~~In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats. and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District. Other factors the District Administrator may consider include:~~
 - ~~a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.~~
 - ~~b. District practices, policies, procedures or other factors regarding faculty student ratio ranges for particular programs, classes, or buildings.~~
 - ~~c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.~~
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated daycare program resides in a district which offers the program for which application is made.
3. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years, or has any pending disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, **the nonresident students/he** is determined to fall under any of the above.

The **District AdministratorBoard** may request a copy of a nonresident student's disciplinary records from the resident school board.
4. Whether the special education program or related services described in the nonresident student's individualized education program ("IEP") are available in the District.
5. Whether there is space available in the District to provide the special education or related services identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to **his/her** resident school board under **Wis. Stat. §-115.777(1)** or identified by **the his/her** resident school board under **Wis. Stat.-115.77(1m) (a), Wis. Stats.,** but not yet evaluated by an individualized education program team.

If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident school board. If such notice is provided, the nonresident may be transferred to **his/her** resident school district.

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

The **habitual** truancy determination shall be made on the sole basis of enrollment in the nonresident district. Open enrollment may not be denied based on the student's truancy from any other district.

Determination of habitual truancy for purposes of open enrollment denial or termination shall be made consistent with Board Policy 5200 - Attendance. Habitual truancy will only be used as a basis to reject or terminate open enrollment if the student or a minor student's parent has been notified that habitual truancy may be a basis to terminate open enrollment and all provisions of DPI regulations have been adhered to (PI 36.04(6)).

Any student or minor student's parent may appeal a determination to reject or terminate open enrollment based on habitual truancy as described in Board Policy 5113 - Open Enrollment Program (Inter-District).

F. Notice of Decisions

Written notice of acceptance or denial of nonresident applications must be sent to all applicants on or before the first Friday following the first Monday in June. Nonresident students whose applications are accepted shall be notified of the specific school or program that the student may attend the following school year.

The District shall notify any resident student and the nonresident school district if the Board denies enrollment in the nonresident district in writing by the second Friday following the first Monday in June.

Notices of denial will include a reason for the determination. Notice of denial for nonresident students will also include notice as to the student's specific place on the waiting list.

1. Additional Notices When a Nonresident Student is Accepted

If the Board approves an open enrollment application of a nonresident student it will also send the following notices:

- a. written notice to the applicant no later than the first Friday following the first Monday in June of the specific school or program that the applicant may attend during the following school year; **and**
- b. notice to the resident School Board no later than July 7th stating the name of the student.

The parents or guardians of an accepted nonresident student must notify the Board no later than the last Friday in June of the student's intent to attend school in the District during the following school year.

If an accepted nonresident student has not attended school in the district by the third Friday in September, the open enrollment is terminated.

2. Additional Notice When a Nonresident Student is Not Accepted but Placed on the Established Waiting List

If space becomes available, the student on the waiting list will be notified in the order in which **s/he** appears on the list. The student will be sent notice that space is now available and the school to which the student will be placed. The notice will also state that the applicant has ten (10) **calendar** days to accept the offer of open enrollment from

the postmarked date on the notice.

When a selected applicant notifies the District that the open enrollment position is being rejected or fails to respond within ten (10) **calendar** days, the offer will be rescinded and the space will be offered to the next applicant on the waiting list. The District will continue to notify students on the waiting list of available spaces up to the third Thursday in September of the school year for which the waiting list applies, provided that the student will begin attendance no later than the third Friday in September. A non-resident student accepted for enrollment once the school year has begun may attend the District even if the student has already attended school in the resident school district, but not if the student has enrolled in the current term in another non-resident school district.

Disciplinary Records

The District shall provide the disciplinary records of any resident student that applies for enrollment in a non-resident school district. Such disciplinary records should include but are not limited to: A copy of any expulsion findings and orders pertaining to the student; a copy of any records of any pending disciplinary proceedings and the length of term of the expulsion; or the possible outcomes of the pending disciplinary proceedings. Such records shall be provided no later than the first Friday following the first Monday in May or within ten (10) days of an application under the Alternative Application Procedures (Section jK below).

F. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

G. Transportation

The parents or guardians of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site or if space is available, or to a scheduled in-District bus stop. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by his/her IEP.

The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District.

H. Tuition Waivers

Students are eligible for tuition waivers as follows:

1. Current Year Permissive

When the student was:

- a. a resident of the School District on July 1st;
- b. enrolled in the School District on July 1st of the current school year; and
- c. after July 1st changes residence by moving to a new school district.

The District may permit the student to complete the school year. The school district of attendance (the nonresident school district) counts the student in membership.

2. Current Year Mandatory

When the student:

- a. was a resident of the School District and enrolled on either the third Friday in September or the second Friday in January of the current school year;
- b. was enrolled in the School District for at least twenty (20) school days during the current school year; and
- c. changes residence by moving to a new school district.

The District must permit the student to complete the school year. The school district of attendance (the nonresident school district) counts the student in membership.

3. "Additional Year" Mandatory

When the student:

- a. was a resident of the School District on the second Friday in January of the previous school year;
- b. was enrolled in the School District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year;
- c. ceased to be a resident of the School District after the first Monday in February of the previous school year; and
- d. continues to be a resident of Wisconsin.

The District must permit the student to attend the school year following the year in which the criteria are met. The resident district counts the student in membership and DPI transfers the open enrollment amount to the nonresident district.

I. Rights and Privileges of Nonresident Students

Nonresident students attending school in the District on a full-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students.

J. Alternative Application Procedures

1. Basis for Open Enrollment Outside Regular Deadlines:

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under this alternative application procedure if the student satisfies at least one of the following criteria and has not applied to more than three (3) non-resident school districts:

- a. The resident school board determines that the non-resident student has been the victim of a violent criminal offense, as defined by the Department of Public Instruction. An application is not valid unless the District receives the application within thirty (30) days after the determination of the resident school board.
- b. The student is or has been a homeless student in the current or immediately preceding school year. In this subdivision, "homeless student" means an individual who is included in the category of homeless children and youths, as defined in Policy 5111.01 – Homeless Students.
- c. The non-resident student has been the victim of repeated bullying or harassment and all of the following apply:

1. The student's parent has reported the bullying or harassment to the resident school board.
 2. Despite action taken by the parents and/or the resident school district the repeated bullying and harassment continues.
- d. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. An application is not valid unless the District receives the application no later than thirty (30) days after the date on which the military orders changing the place of residence were issued.
 - e. The student moved into the state, but resides in another District. An application made on the basis is not valid unless the District receives the application no later than thirty (30) days after moving into this state.
 - f. The place of residence of the student has changed as a result of a court order or custody agreement or because the student was placed in a foster home or with a person other than the student's parent, or removed from a foster home or from the home of a person other than the student's parent. An application is not valid unless the District receives the application no later than thirty (30) days after the student's change in residence.
 - g. The parent of the non-resident student, the resident school board, and the Board agree that attending school in the District is in the best interests of the student.
 - h. The parent of a non-resident student and the Board agree, upon application by the parent, that attending school in the District is in the best interests of the student. The District shall immediately forward a copy of the application to the student's resident district and shall inform the parent of its decision regarding the student's best interests within twenty (20) days of receipt of the application. If approved, the written decision shall include a designation of which school and/or program the student may enroll in.
2. Decisions Regarding Resident Students Seeking Enrollment out of the District under the Alternative Procedure.

The Board shall review all applications received for Open Enrollment out of the District under this section upon receipt. The District shall allow such student's enrollment in a non-resident district unless the District determines that the criteria relied on by the applicant to qualify for the alternative application procedure does not apply to the student.

3. Appeal Procedures

If the District rejects the application of a resident student despite agreement by the parent and a nonresident school district that the interests of the student are best served by enrollment in the non- resident school district, the parent may appeal the decision to the State Department of Public Instruction. The decision of the State Superintendent will be final.

If the District rejects the application because a special education or a related service is not available, the student's parent(s) may appeal the decision to the State Department of Public Instruction within thirty days after the receipt of the notice.

4. If a non-resident student is notified that the Board has approved his or her application to enroll in the District because it is in the best interests of the student, the student may immediately begin attending the school or program in the nonresident school district and shall begin attending the school or program no later than the 15th day following receipt by the parent or the student of the notice of acceptance from the District. If the nonresident student has not enrolled in or attended school in the District by then, the District may notify the student's parent in writing, that the student is no longer authorized to attend the school or program in the District.

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Legal Secs. 118.145(4), 118.51, 118.52, Wis. Stats.
 Subchapter VI of Chapter 121, Wis. Stats.

Last Modified by Melanie J Oppor on April 6, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of IMMUNIZATION OF STUDENTS IN SCHOOL
Code	ag5320
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Last Revised	January 3, 2023

5320 - IMMUNIZATION OF STUDENTS IN SCHOOL

Principals are to use the following guidelines in addition to those provided in AG 5111.

Immunizations Which are Medically Contraindicated

- A. A written statement from any licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindications will exempt a student from the specific immunization requirements for the period of time specified in the physician's statement.
- B. The physician's statement shall be maintained by the school as part of the immunization record of the student.

Specific annual immunization requirements are available from the Wisconsin Department of Health Services (**DHS**) and are published and made available to each School District annually. The standards are also available at the **DHS Department of Health Services** website. ~~at:~~ <https://www.dhs.wisconsin.gov/immunization/index.htm>.

If the District conducts a preschool or day-care program, all children must be immunized in accordance with the regulations provided by the **Wisconsin Department of Health Services (DHS)**.

Admission to School

Before a student can be admitted to school, the parents must present documentation that their child has received all required doses of vaccines or that their child has received at least one (1) dose of each of the required vaccines and is waiting to receive the subsequent doses at the appropriate time intervals.

Exemptions: Parent Objections

- A. A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights or parents' personal conviction.
- B. This statement will be kept by the school as part of the student's immunization record.

Documents Accepted as Evidence of Immunization

The following documents will be accepted as evidence of a student's immunization history provided they comply with State requirements and contain the date when each immunization was administered.

- A. an official school record from any school
- B. a record from any public health department or the Wisconsin Immunization Registry (WIR)
- C. a certificate signed by a licensed physician

If a parent cannot provide any of the above documentation, their child may not be admitted until such documentation is provided or until the child has received at least one (1) dose of each required vaccine by the 30th day of school. Such vaccinations, if not covered by medical insurance may be available from the Waupaca County Health Department free of charge. The child may then attend school and must follow guidance from DHS and their health care professional for subsequent vaccinations in accordance with the applicable State laws. Details of student immunization requirements are found each year in the DHS publication entitled Wisconsin School Immunization Requirements. The child may then come to school for a period of two (2) months, after which time either the documentation of previous vaccinations shall have been submitted or the child shall have received the second required dose. The child is then eligible to attend school for another two (2) months. If, at the end of that two (2) month period, documentation still has not been received, the child must receive the third required dose in order to remain in school.

Required Records

Each school shall maintain a record of immunization for every student which shall include the date of each individual immunization.

If a student transfers to another school, this record or a copy thereof shall be sent to the new school in accordance with Policy 8330 - Student Records.

Report to be Sent to Local Health Department

A summary report of the immunization status of the students in each school, by total and without students names, shall be sent within forty (40) school days of the start of the school term to the local Department of Health by the Principal.

Records Available for Inspection

The Principal shall make immunization records available for inspection by authorized representatives of the **Wisconsin-DHS Department of Health Services** or the local or County Health Departments, only with parental consent, in the event of an emergency, or as otherwise permitted under State or Federal student record laws.

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Legal 252.04, Wis. Stats.
 DHS 144 and 146, Wis. Adm. Code

Last Modified by Melanie J Oppor on April 9, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of PROMOTION, TRANSFER, AND RETENTION
Code	ag5410
Status	Proposed to Policy & Human Resources Committee
Adopted	February 22, 2018
Last Revised	December 19, 2022

5410 - PROMOTION, TRANSFER, AND RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

DEFINITIONS

A. Promotion:

~~Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.~~ **Occurs when a student is doing the quality of work that indicates the student has met the criteria established in Policy 5410 and this administrative guideline, and should be moved forward to the next grade.**

B. Transfer:

~~Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Student Intervention Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.~~ **Occurs when a student is not doing the quality of work that indicates the student should be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. [X] A placement determination is made by the [] [OPTION 1] building administrator [END OF OPTION] X [OPTION 2] Building Consultation Student Intervention Team [END OF OPTION] [] [OPTION 3] () _____ with the concurrence of the building administrator [END OF OPTION].**

C. Retention:

~~Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.~~ **Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. [X] A retention decision is**

made by the ~~[] [OPTION 1] building administrator [END OF OPTION]; [] [OPTION 2] Building Consultation Student Intervention Team [END OF OPTION] [] [OPTION 3] () _____ with the concurrence of the building administrator [END OF OPTION].~~

D. Building Consultation Team:

A Building Consultation Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team may include:

1. classroom teachers,
2. counselors and other support staff,
3. building principal or assistant principal,
4. parents.

Final decisions on student promotion, transfer, or retention rest with the building principal. To implement Board policy, the following guidelines are to be utilized:

4K

Criteria:

When the Building Consultation Team is convened, the following criteria shall be considered:

- A. Current level of achievement
- B. Potential for success at the next level
- C. Emotional, physical, social maturity
- D. Attendance

Grades K-8 Level

Criteria:

To be promoted all students in grades 3-8 must demonstrate adequate progress in reading and mathematics. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "3" or higher in grades 3-5 or "D" or better in grades 6-8. If adequate progress is not evident based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations

- E. Demonstrate adequate progress toward attainment of annual goals specified in the At-Risk/Intervention Plan, Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student

High School Level

Student placement criteria are as follows:

- A. 1st year of high school attendance or the equivalent are placed in 9th grade
- B. 2nd year of high school attendance or the equivalent are placed in 10th grade
- C. 3rd year of high school attendance or the equivalent are placed in 11th grade
- D. 4th year of high school attendance or the equivalent are placed in 12th grade

Remediation Opportunities

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students (with the support of their parents) can take full advantage of Response to Intervention/Instruction (RtI) time, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion.

Appeal Process

Parents of students recommended for retention may appeal to the District Administrator or designee. Such appeals should be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

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Book	Administrative Guideline Manual
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5610 - **SUSPENSION AND EXPULSION**

The following administrative guideline deals with suspending and expelling students.

A. Suspension

1. Duration and Grounds for Suspension

The District Administrator or any principal or administrative designee may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days (refer to AG 2461A if the student is eligible for special education services under Chapter 115, Wis. Stats.) if the suspension is reasonably justified and based upon any of the following misconduct:

- a. noncompliance with school rules or Board rules, including rules identifying student conduct that is dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively;
- b. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
- c. conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others
- d. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority
- e. conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled

Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator or any principal or administrative designee shall suspend a student if the student possessed a firearm as defined in 18 U.S.C. 921(a)(3) while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student must be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain **their student's his/her** conduct ~~(Form 5610-F2)~~.

The principal, ~~within their his/her discretion, may~~ will also inform the student's parents of the reason for the proposed suspension prior to suspending the student ~~(Form 5610-F2)~~ in writing.

3. Notice of Suspension

The parent of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent however, it must be confirmed in writing.

4. Sending a Student Home on the Day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent to request that **the parents/he** pick up the student or authorize release of the student ~~on their his/her own~~ at the high school level. If the parent is unable to pick up the student, or if the student is not authorized to leave on **their student's his/her** own, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator ~~or his/her designee~~, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- a. the student was suspended unfairly or unjustly;

- b. the suspension was inappropriate, given the nature of the alleged offense; or
- c. the student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, shall make his/her finding within fifteen (15) calendar days of the conference.

7. Co-Curricular or Extra-Curricular

The District Administrator shall make ~~his/her finding~~ **their findings** within fifteen (15) calendar days of the conference.

B. Expulsion

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a. repeatedly refused or neglected to obey the rules established by the School District;
- b. knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health, or safety of others;
- d. engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or
- e. was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School or for Possessing a Firearm at School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing.

- a. Notice of the Hearing

Prior written notice of the expulsion hearing must be sent separately both to the student

and ~~their~~his/her parent(s) if the student is a minor; otherwise just to the student.

The notice must be sent at least five (5) days prior to the date of hearing. In counting the number of days, the day the notice is sent is excluded.

The notice must include the following information:

1. the specific grounds upon which the expulsion proceeding is based, pursuant to State Statute
2. the particulars of the student's alleged conduct, including the approximate date and location of the conduct
3. the time and place of the hearing
4. that the Board will keep written minutes of the hearing
5. that the hearing may result in the student's expulsion
6. that the student's, or the student's parent if the student is a minor, have the right to request a closed hearing or the Board may choose to close the hearing under Wis. Stat. section 19.85(1)(f)
7. that the student and, if the student is a minor, the student's parent may be represented at the hearing by counsel
8. that the administration intends to present witnesses at the hearing with knowledge of the alleged conduct
9. that the parties shall have the right to cross-examine witnesses and to present such evidence and witnesses as deemed appropriate
10. that in considering whether to expel the student, and if so, for what period of time, the Board may also consider the student's complete disciplinary and academic records

These student records are available for the student and parent to review as outlined in Sec. 118.125, Wis. Stats.
11. if the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday
12. if the Board orders the expulsion of the student, the School District clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent
13. if the student is expelled by the Board, the expelled student or, if the student is a minor, the student's parent may appeal the Board's decision to the Wisconsin Department of Public Instruction
14. if the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision
15. the decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision

16. an appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located
17. the State statutes related to student expulsion are Secs. 119.25 and 120.13 (1), Wis. Stats.

b. Hearing Procedures

The procedures for the expulsion hearing shall be as follows:

1. The hearing shall be closed.
2. The student and, if the student is a minor, the student's parent may be represented at the hearing by counsel.
3. A quorum of the Board shall be present at the hearing.
4. The Board shall keep written minutes of the hearing.
5. The parties shall have the right to cross-examine witnesses and to present such evidence and witnesses as deemed appropriate.
6. The student should be advised of ~~their~~ **their** student's ~~his/her~~ rights and the procedures to be followed during the hearing.
7. The Administration's burden is to prove the allegations against the student by a preponderance of the evidence.

c. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state-specific findings of fact and conclusions of law in support of the decision.

d. Post-Hearing Procedures

The following post-hearing procedures shall be followed:

1. If the Board orders the expulsion of the student, the School District clerk shall mail a copy of the order separately to the student and ~~their~~ **their** his/her parent(s) if the student is a minor; otherwise just to the student.
2. If the student is expelled by the Board, the expelled student or, if the student is a minor, the student's parent may appeal the Board's decision to the Wisconsin Department of Public Instruction.
3. If the Board's decision is appealed to the Department of Public Instruction, within sixty (60) days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse, or modify the decision.
4. The decision of the Board shall be enforced while the Department of Public Instruction reviews the Board's decision.
5. An appeal from the decision of the Department of Public Instruction may be taken within thirty (30) days to the circuit court for the county in which the school is located.

4. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

5. Services During Expulsion

No school board is required to enroll a student during the term of ~~their~~**his/her** expulsion from another school district. Notwithstanding Sections 118.125 (2) and (4), if a student who has been expelled from one (1) school district seeks to enroll in another school district during the term of ~~their~~**his/her** expulsion, upon request, the school board of the former school district shall provide the school board of the latter school district with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the length of the term of the expulsion.

6. Conditional Early Reinstatement

"Early reinstatement" means the reinstatement to school of an expelled student before the expiration of the term of expulsion specified in the student's expulsion order.

"Early reinstatement condition" means a condition that a student is required to meet before **early reinstatement**~~s/he~~ may be granted ~~early reinstatement~~ or a condition that a student is required to meet after ~~his/her~~ early reinstatement but before the expiration of the term of expulsion specified in the student's expulsion order.

- a. A School Board, independent hearing panel, or independent hearing officer may specify one (1) or more early reinstatement conditions in the expulsion order. Early reinstatement conditions must be related to the reasons for the student's expulsion.
- b. Conditional Early Reinstatement Appeal Rights

If the expulsion order is issued by an independent hearing panel or independent hearing officer:

- 1. The student or the student's parent must be informed of their right to appeal the determination regarding whether an early reinstatement condition specified in the expulsion order is related to the reasons for the student's expulsion to the School Board. The appeal must be taken within fifteen (15) days of the issuance of the expulsion order by the independent hearing panel or officer.
- 2. The decision of a school board regarding that determination is final and not subject to appeal.

C. Satisfaction of Early Reinstatement Conditions

The District Administrator or ~~his/her~~ designee, who shall be someone other than a principal, administrator, or teacher in the student's school, has sole discretion to determine whether a student has met the early reinstatement conditions that ~~were~~**s/he is** required to ~~be met~~**meet** before ~~s/he may be granted~~ early reinstatement **will be granted**.

- 1. If the District Administrator or designee determined the early reinstatement conditions have been met, **the District Administrators**~~/he~~ may grant the student early reinstatement.
- 2. The determination of the District Administrator or designee regarding satisfaction of early reinstatement conditions is final.

d. Early Reinstatement Revocation

If a student violates an early reinstatement condition that the student was required to meet after **being granted his/her** early reinstatement but before the expiration of the term of expulsion, the District Administrator or a principal or teacher designated by the District Administrator may revoke the student's early reinstatement.

Revocation Process

Before revoking the student's early reinstatement, the District Administrator or ~~his/her~~ designee shall do all of the following:

1. advise the student of the reason for the proposed revocation, including the early reinstatement condition alleged to have been violated
2. provide the student an opportunity to present an ~~his/her~~ explanation of the alleged violation
3. make a determination that the student violated the early reinstatement condition and that revocation of the student's early reinstatement is appropriate
4. if the District Administrator or designee revokes the student's early reinstatement, the district administrator or designee shall give prompt written notice of the revocation and the reason for the revocation, including the early reinstatement condition violated, to the student and, if the student is a minor, to the student's parent

e. Term of Expulsion Following Revocation

If a student's early reinstatement is revoked the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the School Board, independent hearing panel or independent hearing officer agree, in writing, to modify the expulsion order.

f. Revocation Decision Appeal Rights

Within five (5) school days after the revocation of a student's early reinstatement the student or, if the student is a minor, the student's parent may request a conference with the District Administrator or ~~his/her~~ designee, who shall be someone other than a principal, administrator or teacher in the student's school.

1. If a conference is requested, it shall be held within five (5) school days following the request.
2. If, after the conference, the District Administrator or his/her designee finds that the student did not violate an early reinstatement condition or that the revocation was inappropriate, the student shall be reinstated to school under the same reinstatement conditions as in the expulsion order and the early reinstatement revocation shall be expunged from the student's record.
3. If the District Administrator or ~~his/her~~ designee finds that the student violated an early reinstatement condition and that the revocation was appropriate, ~~s/he shall issue~~ a written decision **shall be issued** and mail separate copies of the decision to the student and, if the student is a minor, to the parent.

The decision of the Administrator or ~~his/her~~ designee is final as to an appeal of the decision to revoke early reinstatement.

C. Referral to Criminal Justice or Juvenile Delinquency System

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

T.C. 2/28/22

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Legal 119.25, Wis. Stats.
 120.13, Wis. Stats.
 175.32, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151

Last Modified by Melanie J Oppor on April 9, 2023



Book	Administrative Guideline Manual
Section	Archived Materials 12/19/22 & 1/3/23
Title	Copy of WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS
Code	ag7540.02
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018
Last Revised	January 3, 2023

7540.02 - **WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS**

~~Form 7540-F4~~The technology requirements as found on the Technology Resources webpage will apply to all web content on the Board's servers or District-affiliated servers, whether created by staff, students, or contracted third parties. The District Administrator retains final editorial authority over all content placed on the Board ~~of Education~~'s servers or District-affiliated servers and displayed on the Board's website(s). The District Administrator has the right to remove pages or links from any web page based upon ~~his/her~~ determination **that there isof** inappropriate content.

The District's website(s) serve(s) as instructional, communication, and public relations tools. The web pages aim to provide timely, supportive, and educational information to students, parents, staff, and the community. The website(s) are created in order to facilitate access to a wide variety of rich media and educational resources that directly support student achievement, professional development, and organizational effectiveness.

The District strives to deliver a website(s) that is/are responsive and adaptive so it/they can be viewed in an optimal manner on a computer and mobile device . Additionally, key information such as the District's name, contact information, and a link to a table of content/site map should be placed **on in the top left corner of** the home page so it is easy to find.

Website Accessibility

The District is committed to providing individuals with disabilities with an opportunity equal to that of their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology. To this end, the Technology Director is charged with taking appropriate measures to audit, review, and recommend improvements to the District's website(s) allow(s) persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use, not be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any District programs, services, and activities delivered online, as required by Federal and State law, and receive effective communication with District programs, services, and activities delivered online.

The District measures the accessibility of online content and functionality according to the World Wide Web Consortiums (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content (Benchmarks for Measuring Accessibility).

All new, newly-added and modified web content and functionality must be accessible to individuals with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility, except where doing so would impose a fundamental alteration or undue burden. This provision also applies to the District's online content and functionality developed by, maintained by, or offered through a third-party vendor or through the use of open sources.

When the fundamental alteration or undue burden defense applies, the District will provide equally effective alternate access. In providing an equally effective alternate access, the District will take any actions that do not result in a fundamental alteration or undue financial and administrative burden, but nevertheless provide that, to the maximum extent possible, individuals with disabilities receive the same benefits or services as their nondisabled peers. That said, alternatives are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the person's need.

Only the District Administrator, after considering all resources available for use in the funding and operation of the service, program, or activity, may determine an undue burden or fundamental alteration defense is applicable. In making such a determination, the District Administrator will document the reasons ~~thes/he reached that~~ conclusion **was reached**, including the costs of meeting the applicable Benchmarks for Measuring Accessibility on a given web page or site, and the available funding and other resources. Additionally, the District Administrator will describe how the District will provide equally effective alternate access.

The District's website will include on its homepage and throughout the website (including all subordinate pages and sites), a notice to persons with disabilities regarding how to request the webmaster or another appropriate person to provide access to (or notify the District regarding) content or functionality that is currently inaccessible. The notice will also include information or an accessible link to information instructing individuals with disabilities how to file more formal complaints under Section 504 and/or the ADA.

The Technology Director will set up a system to routinely audit/test the accessibility of all web content and functionality. This system must include processes to verify claims of accessibility by third-party vendors or open sources. The purpose of the audit is to identify any web content or functionality that is inaccessible to persons with disabilities. The person/entity who conducts the audit shall report to the District Administrator the results of the audit so that appropriate action can be taken to address any inaccessibility. The audit shall include the District's home page, all subordinate pages, school intranet pages and sites, and third party websites that are used to convey information or otherwise deliver a school district service. The person/entity conducting the audit may seek input from members of the public with disabilities, including parents, students, employees, and others associated with the District, and other persons knowledgeable about website accessibility, regarding the accessibility of the District's web content and functionality.

The District will provide website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. The District will maintain documentation of the training it delivers, including a list of attendees and their positions, a description of the delivered training content, and the presenter/trainer's credentials for providing such training.

Individuals responsible for designing, developing and producing web content are expected to employ universal design principles to create web pages and sites that allow persons with the disabilities to access the information and content on the District's website. By following the web content design criteria set forth below, the designers and authors of the District's website(s) can improve the opportunities for persons with disabilities to access the information and content contained on the web pages that make up the District's website(s).

First Page of the Site

The first page of the website should contain:

- A. the index or table of contents for the site;
- B. a school name, address, and phone number;

- C. the webmaster and e-mail address of the person responsible for the site;
- D. a date when the page was last updated or modified;
- E. default index page ;
- F. a link to the Board's web site;
- G. identification of a link to the Board's agent to receive notification of claimed copyright infringement (including name, mailing address, telephone number, fax number, and e-mail address).

Organization of Site Structure

- A. The overall plan or file structure should provide quick access to information and help the user understand how the information is organized. It is recommended that a storyboard be used to plan the website.
- B. Each page should be designed with the audience and goal in mind.
- C. A basic page format should be used, e.g. use the same background, locate navigation tools in the same place on the page, have consistent link appearance, and have consistent font size and type. Be consistent on all pages.
- D. The title bar should include the school name in the
- E. Limit page length, keep the HTML documents as small as possible.
- F. The website may include areas such as staff information, student projects, calendar, school information and mission statement, technology plan, and geographical information.
- G. There should be a "mail to" link that provides a means of feedback on all main pages.

Keep Your Web Site Current

- A. Pages should be checked regularly to ensure that links are working and meet Board standards. Check to make sure all internal and external links work properly.
- B. Remove expired date-related items.
- C. Maintain and update content by removing unneeded or outdated files.

Grammar and Spelling

- A. All pages should be grammatically correct.
- B. All words should be spelled correctly - web pages should be spell checked.

Navigation Tools

All pages should include a "back to" main menu in order to provide a link back to the website index or home page, or a "skip to main content" link in the upper left corner that allows users to jump past repetitive navigation options.

Intellectual Property

- A. All web-site authors must follow all applicable and existing intellectual property laws (copyright and trademark) pertaining to the use of text, images, audio/sounds, and hyperlinks to other web sites/pages. (see AG 2531)
- B. The Board retains proprietary rights to web sites/pages hosted on its servers, absent written authorization to the contrary.

Naming Structure

- A. Use all lower-case letters for names of documents and graphics.
- B. Do NOT use any spaces or other symbols in naming HTML documents or graphics.

Graphics/Video/Audio

- A. Smaller is better, images should be less than 50k.
- B. Pictures need to be in GIF, PNG, or JPEG format.
- C. Always use width and height tags.
- D. Provide short, simple, and meaningful alternative text for all graphical features. Use the "alt" tag to describe your picture for text-only browsers.
- E. Use GIF format for drawings and line art.
- F. Use JPEG or PNG format for photographic color images.
- G. Re-use graphics when appropriate. When graphics are re-used, they remain in the computer and will load more quickly onto a web page.
- H. Avoid using flashing content, as it may cause seizures in susceptible users.
- I. Provide transcripts, descriptions, or captions for video and audio files to assist persons with visual and hearing disabilities.

HTML Standards

It is reasonable to expect that users will see your page using a variety of browsers including Google Chrome, Microsoft Internet Explorer/Edge, Apple Safari, and Mozilla Firefox. It is recommended that you:

- A. test your web pages on a variety of browsers, including text-only browsers and at a variety of screen resolutions to confirm the pages look right to the greatest number of users;
- B. check your website on multiple platforms, and test pages on small screens to confirm the pages do not bleed off the screen;
- C. use standard, universally recognized HTML tags - Do Not use tags which are specific to one (1) browser;
- D. use HTML syntax checkers to search your site for programming mistakes.

Frames and Special Formats

Do not use frame pages. If you do and you link to external content, make sure you are not infringing on any copyrights associated with the website/page to which you are linking. Additionally, if you use frames, make alternative versions of those pages that persons with disabilities can use. To make them accessible to screen reader devices, add meaningful titles to each frame so user can navigate between them easily.

Provide text-based delivery alternatives for as much information as possible. Do not rely solely on special formats (e.g. Adobe Acrobat) that can be more difficult for text and voice systems to read.

Use of Student Names, Pictures, Original Work, and E-mail Addresses

The Board permits the use of photographs of students, names of students, and displaying original work of students on websites in accordance with the following guidelines:

- Identifiable photographs, videos, audio, or likenesses of students and/or student's first names may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians.
- Last names of students and students' e-mail addresses should never be used.
- Original work by students such as artwork, poetry, essays, performances, etc. may be placed on the website only after the appropriate release form has been signed by the parents or guardians.

Prohibited Uses

Under no circumstances may a web page hosted on the Board's servers be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's website may:

- A. include statements or other items that support or oppose a candidate for public office; the investigation, prosecution, or recall of a public official; or passage of a tax levy or bond issue;
- B. link to a website of another organization if the other website includes such a message; or
- C. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization;
- D. include defamatory, libelous, or obscene matter;
- E. promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;
- F. promote illegal discrimination on the basis of race, sex, color, religion, national origin, disability, age, ancestry, or any other protected classification under State or Federal law.

Additionally, no web pages may contain obscene, profane, vulgar, sexually explicit, defamatory, harassing or abusive language, or be utilized to intimidate or bully another person.

Content for the District's Website(s)

All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, general information, supporting student safety, growth and learning, or public information of interest to community members. The following information/content will/may be addressed in the District's website(s):

A. School Contact Information

1. Name

2. Physical address

3. E-mail

4. Web address

B. School Background

1. History

2. Mission

3. Song

4. Logo

C. School Accomplishments

1. Awards

2. Achievements

3. Grants

4. Special thanks

D. School Announcements

1. Events

2. Schedules - including bus schedules

3. Calendars

4. Timelines

5. Lunch menus

E. News and Information

1. Agendas and minutes

2. Newspaper

3. Ezines

4. Announcements - closings (e.g., snow days) or delayed starts

5. Employment opportunities

F. School Policies and Procedures

1. Mission
2. Philosophy
3. Handbooks
4. Curriculum guides
5. Policies
6. Programs
7. Administrative Guidelines/Regulations/Procedures

G. People Information

1. Staff/Administration
 - a. Principal welcome
 - b. Directory (name, position, contact info)
2. Teacher pages

Directory (name, position, contact info)
3. Support Departments
 - a. Content area departments
 - b. Library/Media
 - c. Technology
 - d. Health Services
 - e. Transportation, including bus routes
 - f. Art and Music
 - g. Sports
 - h. Clubs
 - i. After school programs
 - j. Special programs (special education, etc.)
4. Curriculum Connections
5. Student resources

6. Teacher resources

- a. Professional development

- b. Popular/relevant links

7. Parent resources

8. Parenting resources

9. Popular/relevant links

10. Curriculum Materials

H. Community Information and Outreach

1. Local Information

2. Local Resources

3. Call for Participation

- a. Volunteers

- b. Wish list

- c. Funding needs

- d. Gather information/feedback from parents and community

Neither staff nor students may publish on the District's website personal pages or pages for individuals or organizations not directly affiliated with the District.

Website/Page Evaluation

Before releasing or publishing a website/page, Technology Director(building principal, sponsoring teacher, central office administrator, technology coordinator, etc.) shall conduct a website/page evaluation to assess the following criteria: age appropriateness (appealing and readable); content (relevant, accurate, complete, objective, current, clear and concise, informative, appropriate, links working); intellectual property issues (sources cited; sponsoring organization identified [i.e. class, school, activity]; releases obtained); format (accessible, navigation, searchable, functional/useable, download speed, pages dated as to creation/updated).

The Technology Director will also assess the web pages/site's accessibility.

Disclaimers

Links to the following disclaimers shall be utilized as appropriate on the District's Web pages:

"The links in this area will let you leave the District's website(s). The linked sites are not under the control of the District and the District is not responsible for the contents of any linked sites, or any links contained in a linked site, or any changes or updates to such sites. The District is providing these links to you only as a convenience and the inclusion of any link does not imply endorsement of the site by the District."

Student Developed Web Pages: "All web pages created by students and student organizations on the District's computer system will be subject to treatment as School-sponsored publications. As such, the District reserves the right to exercise editorial control over such publications in accordance with Policy 5722 – School-Sponsored Publications and Productions."

Domain Name and Copyright: "The District has registered its domain name(s) for the purpose of exclusive Internet identification. The District asserts copyright, trademark, and/or other intellectual property rights in its domain name, district identification, district logo, and all content on the District's website(s). All rights are reserved. Outside parties, including parents, patrons, or outside organizations may not use District and/or school domain names in connection with the publication of web content. Under no circumstances shall any party use District and/or school domain names to promote political issues, causes, or candidates."

General Disclaimer: "Information provided on the website carries no express or implied warranties as to accuracy, timeliness, or appropriateness for a particular purpose; in addition, the Board disclaims owner responsibility for content errors, omissions, or infringing material, and disclaims owner liability for damages associated with user reliance on information provided at the site."

Events: "Visitors rely on information on the website at their own risk. Times and dates are subject to change and spectators or audiences are strongly encouraged to contact the school for the most recent schedule."

Persons wanting to learn more about web accessibility standards and guidelines should consult the following Internet sources:

The Access Board (www.access-board.gov) - Federal agency dedicated to accessible design.

World Wide Web Consortium (www.w3.org) – organization developed "Web Content Accessibility Guidelines (WCAG) 2.0" and the "Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0."

Staff Information

District web pages shall not contain the following staff information without the explicit written permission of the staff member:

- A. Identifiable photographs, videos, or likenesses of staff **other than official school photos**.
- B. A staff member's **personal** electronic mail addresses, personal telephone numbers, street addresses, or any other identifying information of a personal nature.

Web pages may contain a staff member's title, work telephone number, work electronic mail address, the building or facility they are employed in, and other work-related information to facilitate communications with parents and other outside correspondents.

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Legal 948.11, Wis. Stats.
 947.0125, Wis. Stats.

Last Modified by Melanie J Oppor on April 9, 2023



Book	Policy Manual
Section	Vol. 31, No. 2, Technical Corrections, July 2022
Title	Technical Correction - Vol. 31, No. 2, Technical Corrections, July 2022 - PRESIDENT
Code	po0171.1
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	January 3, 2023

Technical Correction - Vol. 31, No. 2

0171.1 - PRESIDENT

The President of the Board shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute, when authorized by ~~()~~ an annual meeting of the District, **[DRAFTING NOTE: For Common and Union High School Districts] (X)** the Board, **[DRAFTING NOTE: for Unified School Districts] [END OF OPTIONS]** actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 to ~~and~~-121, Wis. Stats. in which the District has an interest; and
- E. perform other duties appropriate to the office of the President under 120.15, Wis. Stats.

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Legal 120.15, Wis. Stats.

Last Modified by Steve LaVallee on April 10, 2023



Book	Policy Manual
Section	5000 Students
Title	Copy of ADULT STUDENT/PARENT RIGHTS
Code	po5780
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	July 17, 2017

5780 - **ADULT STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with the guidelines and District rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the District Administrator.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats. Instructional material does not include academic tests or academic assessments.

The District Administrator shall develop a guideline addressing the rights of parents and procedures to ensure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A ~~and Form 9130-F3~~.

A student who is still a dependent for Federal tax purposes, but who has reached the age of majority may, by written request, restrict his/her parents access to personally identifiable information from his/her student records.

When a student with a disability reaches the age of eighteen (18), with the exception of a student with a disability who has been found incompetent in this State, the District must provide any required notices to both the student and the student's parents, and all other rights accorded to the student's parents under Subchapter 5 of Chapter 115, Wis. Stats., transfer to the student.

This policy shall be applied consistent the Family Education Rights and Privacy Act and applicable State student record law.

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Legal

20 U.S.C. 1232h

Last Modified by Melanie J Oppor on April 9, 2023



Book	Policy Manual
Section	Vol. 31, No. 2, Technical Corrections, July 2022
Title	Technical Correction - Vol. 31, No. 2, Technical Corrections, June 2022 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018
Last Revised	January 3, 2023

Technical Correction - Vol. 31, No. 2

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

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

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

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

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

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

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

X] As appropriate, the staff member shall report the matter and whatever action may have been taken to **(X)** their ~~his/her~~ immediate supervisor ~~()~~ the _____ **[END OF OPTIONS]**

B. Second Level

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

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

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

C. Third Level

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

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

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

D. Fourth Level

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

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

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one (1) individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

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

Guidelines for Matters Regarding Classroom Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 5780 - Student/Parent Rights ~~2416~~, Policy 2414 - Human Growth and Development, and AG 9130A ~~()~~ and Form 9130 F3 ~~[END OF OPTIONS]~~.

If the request, suggestion, or complaint relates to classroom instructional materials ~~such as textbooks, library books, reference works, and other instructional aids used in the District,~~ ~~() Form 9130 F2 should be completed and~~ ~~[END OF OPTION]~~ the following procedure shall be followed:

A. The criticism is to be addressed to the Curriculum Director/Principal, in writing, and shall include:

1. author;
2. title;
3. publisher;
4. the complainant's familiarity with the material objected to;
5. sections objected to by page and item;
6. reasons for objection.

B. Upon receipt of the information, the Curriculum Director ~~() shall~~ may,

after advising the District Administrator of the complaint,

and upon the District Administrator's approval,

~~() refer the matter to the District Administrator for resolution~~

- (X)** appoint a review committee, which shall comply with the open meetings law, consisting of:
1. **(X)** one (1) or more professional staff members including the _____;
 2. ~~**()** one (1) or more Board members; [Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.]~~
 3. **(X)** one (1) or more laypersons knowledgeable in the area.
- C. **(X)** If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).
- D. ~~**()** The District Administrator shall be an ex officio member of the committee.~~
- E. **(X)** The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. **(X)** the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. **(X)** the accuracy of the material
 3. **(X)** the objectivity of the material
 4. **(X)** the use being made of the material
- F. **(X)** The material in question ~~**()** may be~~ **(X)** may not be ~~**[END OF OPTION]**~~ temporarily withdrawn from use pending final resolution of the matter.
- G. **(X)** The committee's recommendation shall be reported to the District Administrator in writing within _____ten (~~—~~10) business days following ~~**()** the formation of the committee~~ **(X)** the first meeting of the committee ~~**[END OF OPTION]**~~. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and their/~~his~~/her decision.
- H. **(X)** The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within _____ten (~~—~~10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. **(X)** The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the **(X)** Committee and/or **(X)** District Administrator.

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

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

Last Modified by Melanie J Oppor on May 3, 2023



Book	Policy Manual
Section	Vol. 31, No. 2, Technical Corrections, July 2022
Title	Revised Policy - Vol. 31, No. 2, July 2022 - HOMEWORK
Code	po2330
Status	Proposed to Policy & Human Resources Committee
Adopted	October 17, 2016
Last Revised	December 19, 2022

Revised Policy - Vol. 31, No. 2

2330 - HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

'Homework' shall refer to those assignments to be prepared outside of the school by the student (**X**) or independently while in attendance at school ~~[END OF OPTION]~~.

The District establishes the following standards for the assignment of homework: ~~The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines.~~

- A. **X** Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. **X** Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. **X** Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. **X** The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. **X** As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. **X** The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. **X** Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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Last Modified by Melanie J Oppor on May 3, 2023



Job title:	<i>Maintenance Coordinator</i>
Reports to:	<i>District/Business Administrator</i>
FLSA Status:	
Management:	
Date Last Reviewed:	
Travel Required:	<i>Yes, between buildings and to local supply stores. The SDM supplies a District-owned pick-up truck.</i>

Job purpose

Under the direction of is responsible

Duties and responsibilities

Section Title

- A. Conduct weekly walk through of buildings and grounds to assess for safety or maintenance concerns and address concerns as needed.
- B. Review and prioritize maintenance requests daily.
- C. Assign in-house "Work Tickets"/maintenance tasks to SDM custodial/maintenance personnel.
- D. Monitor completion of in-house maintenance tasks to include routine maintenance such as: replacing filters and belts, checking grease traps, installing equipment, and the like.
- E. Contact contractors/vendors to provide the needed services based on the preferred contractors/vendors spreadsheet.
- F. Update the preferred contractors/vendors spreadsheet as needed.
- G. Maintain the 20-year Maintenance Plan and have it annually approved by the Board of Education.
- H. Confirm satisfactory completion of contracted services.
- I. Approve invoices for payment upon successful completion of the work or receipt of the product in good working order.
- J. Write and process "Request for Proposals" related to maintenance projects.
- K. Seek bids, process orders, and approve purchasing requests for custodial products and equipment.
- L. Review the MacNeil Environmental Inspection reports, relay corrective actions to the appropriate principal/supervisor, and confirm correction is made.
- M. Review annual fire department inspection reports, relay corrective actions to the appropriate principal/supervisor, and confirm correction is made.
- N. Monitor the District-owned vehicle upkeep by reviewing all "Vehicle Usage Reports", scheduling routine care, annual safety checks, and replacement schedule.
- O. Serve as the District's asbestos and lead trained designee.
- P. Monitor the heating and cooling systems electronically for MES and LWHS/MMS; take steps as necessary to address any observed malfunctions.
- Q. Schedule annual inspections and take corrective actions as needed.

- a. Lifts
- b. Bleachers
- R. Meet with City of Manawa City Council to review and approve the agreement for the use of Lindsey Field.
- S. Review annual contracts for: (includes submitting invoices and meeting with contractors as needed)
 - a. Irrigation Services
 - b. Lawn Mowing
 - c. Lawn Weed/Feed
 - d. Snow Removal
 - e. Pest Control
- T. Arrange for custodial and maintenance safety training such as but not limited to:
 - a. Asbestos
 - b. Lead
 - c. Blood-borne Pathogens
 - d. Lift Usage
 - e. Child Abuse and Neglect Mandated Reporting
 - f. Acts of School Violence Mandated Reporting
 - g. Seclusion and Restraint
 - h. Employee Handbook and Applicable Board Policies/Administrative Guidelines.
- U. Maintain an inventory of all District-owned maintenance equipment.
- V. Other duties as assigned.

Section Title

- A. Details
- B. Details

Education and Experience

Experience: Has worked at least five years in a maintenance-related career.

Education: High School Diploma

Preferred Experience: Has basic practical experience with plumbing, electrical, small engine, woodworking, and the like. Has working knowledge of spreadsheets and basic technology communication skills.

Supervision Responsibilities

Certifications

Skills

Language: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to

effectively present information in one-on-one and small group situations to customers, clients, and other employees of the District. Ability to read and write English. Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data.

Mathematical: Ability to calculate and provide strategic metrics as well as basic math.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to work with problems involving a few concrete variables in standardized situations.

Physical Demands

Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk or hear				X
Taste or smell	X			

Lifting: This position may occasionally be required to lift up to 25lbs.

Vision: Requires close vision, distant vision, and depth perception.

Work Environment

Environmental Conditions	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles		X		
Toxic or caustic chemicals				
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			

Risk of radiation	X			
Vibration		X		

Noise: The noise level typical for the work environment of this job is moderate.

In addition to the essential duties and responsibilities listed above, all positions are also responsible for:

- Performing all work related tasks in a manner that is in compliance with all Federal, State, District policies and administrative guidelines and local standards and regulations.
- Adhering to District policies, procedures, and directives regarding safety and standards of workplace behavior in completing job duties and assignments.

Notice

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document in and of itself does not create an employment contract, implied or otherwise. The District retains the discretion to add duties or change the duties of this position at any time.

It is the policy of the School District of Manawa to provide equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, creed, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by state or federal law.

Approved by:	
Date approved:	
I understand my responsibilities.	
Date Signed:	

Notification of General Records Schedule Adoption

Schedule Title: Administrative and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Budget and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Facilities Management and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Fiscal and Accounting and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Human Resources and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Information Technology and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Payroll and Benefits and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Purchasing and Procurement and Related Records General Record Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Risk Management and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Municipal and Related Records General Records Schedule Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

Notification of General Records Schedule Adoption

Schedule Title: Wisconsin Public School District and Related Records Date: _____
General Records Schedule

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

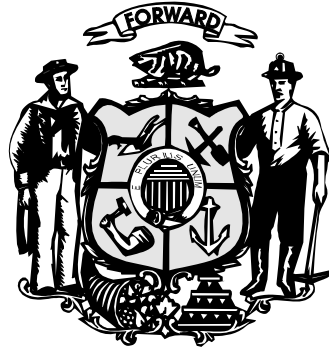
State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

General Records Schedule

Wisconsin Public School District and Related Records

Approved by the Public Records Board:

March 20, 2023



Expiration: March 20, 2033

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to [Wis. Stat. § 16.61](#), and applies to “public records” as defined in [Wis. Stat. § 16.61\(2\)\(b\)](#). These “public records” are referred to as “records” in this schedule.

This schedule covers records created and used in the operation of Wisconsin public school districts. This general records schedule provides retention periods for records common to all school districts and denotes records of historical importance. The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

See the [Introduction to General Records Schedules](#) for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in [Wis. Admin. Code ch. Admin 12](#).

III. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VII. Revision History

See the “Revision History” section for a listing of changes to this GRS

VIII. Additional Schedules

School Districts should adopt [General Records Schedules](#) to augment the Public School Records GRS. These additional schedules have been approved by the PRB for state agency and local unit of government use. Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

To adopt the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- Complete one (PRB-002) form for each unique GRS.
- A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
School Board and Administrative Records								
PUBSC100	School Board and School Board Committee Meeting Materials - Open Session	Official written minutes and agenda packets for meetings held in open session per Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98.	Yes	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	This does not include Ad Hoc or Board Appointed citizen committees. This does not include audio or video recordings of board meetings.	1.1.1, 1.1.2
PUBSC120	School Board and School Board Committee Meeting Materials - Closed Session	Official written minutes and agenda packets for meetings held in closed session per exceptions to the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.35(1)(a) and 19.85(1).	Yes	Yes Wis. Stat. §§ 19.35(1)(a) and 19.85(1)	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	School board minutes related to specific students, including expulsion hearing minutes, are to be governed under SCH400. This does not include audio or video recordings of board meetings.	

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC140	Public Correspondence – Policy Related	Policy-related correspondence received by the school board or provided to the public regarding issues or concerns of general applicability to a school or school district.	May include PII	Yes Wis. Stat. § 118.125; FERPA	Event+10 years and destroy confidential	Event is end of school year.	This does not include any formal legal opinion. This does not include complaints made to the school board that involve specific students or situations not generally applicable to school district policy.	
School District Historical Records								
PUBSC160	Referendum Results	Official results of a referendum presented to voters in an election.	No	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		1.1.12

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC180	School District Boundary Acknowledgements	Acknowledgements of organization orders and descriptions of boundaries and boundary changes provided by the Dept. of Public Instruction.	No	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		1.2.1
PUBSC200	Historical Materials and Artifacts	Records documenting significant events or milestones of individual schools and school districts. Records may include but are not limited to award lists, commencement programs, honor roll lists, student newspapers, and yearbooks/annuals.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Permanent	Retention Justification: These records contain information with historic value.	These events are not documented in other records such as board minutes or student transcripts.	6.1.1, 6.1.2
Transportation Records								
PUBSC220	Parent or Other School District Transportation Contracts	Individually negotiated contracts for transporting students outside of standard district provided transportation.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+1 year and destroy confidential	Event is date of the end of the school year.		1.3.1

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC240	Transportation Aid Records	Records related to board approved bus routes that determine transportation aid school districts receive from the Dept. of Public Instruction. Records may include but are not limited to main bus route listing including all stops made and the students being picked up at each stop.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+4 years and destroy confidential	Event is date of the end of the school year.		1.3.6
Reporting Records								
PUBSC260	Reporting to the Department of Public Instruction	Records related to fulfilling school district reporting requirements set forth by the Department of Public Instruction per Wis. Stat. § Ch. 118 where not covered by a more specific records series. Records may include but are not limited to reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, and corrections.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date report is certified by DPI.		1.3.8, 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.5.5, 1.5.9, 1.5.15, 1.5.16, 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.6, 2.2.7, 2.2.8, 2.2.10, 2.2.11, 2.2.22, 2.2.24, 2.2.39, 2.2.41, 4.1.2, 4.1.8, 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 5.1.3, 5.2.12, 5.2.13, 5.2.14, 5.2.15, 5.2.16, 5.2.18, 5.2.20

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC280	Reporting to Enforcement Agencies	Reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health or local law enforcement and animal control agencies.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date report is submitted.		4.3.4
Management of Student Records								
PUBSC300	Record of disclosure of pupil record	Listing of each time a record was disclosed with reason, date, and to whom. FERPA Records of Access to Information Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student. Records may include but are not limited to documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data. Documentation of requests from and disclosures to any party not referenced above.	Yes	Yes 34 C.F.R. 99.32, 34 C.F.R. 300.614	Event+0 years and destroy confidential	Event is date underlying disclosed public record is no longer retained.		4.3.8
PUBSC320	Protest of Record Statements	Statements by parents or eligible students commenting on contested information in a student record or stating why they disagree with a district's decision not to amend a record, or both.	Yes	Yes 34 C.F.R. 99.21	Event+0 years and destroy confidential	Event is date underlying contested public record is no longer retained.		4.4.0

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Student Records								
PUBSC340	Full-time Open Enrollment Program Records	Open enrollment applications, nonresident and resident district notice of approval or denial, and notice of assignment and intent to attend. Retention is outlined in PI 36.08 (4)	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date student application is rejected, the student declines enrollment, or the student is no longer enrolled in the nonresident district, whichever is later.		4.1.4, 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.8
PUBSC380	Custody Documents	Records documenting legal custody of a student.	Yes	Yes Wis. Stat. § 118.125(1)(a)	Event+1 year and destroy confidential	Event is date student graduates or withdraws from district or date superseded by a subsequent order.		4.4.1

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC400	Behavioral Records	<p>Per Wis. Stat. § 118.125(1)(a) behavioral records include all pupil records that are not identified by a more specific RDA, including but not limited to, psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, law enforcement records, and the pupil's physical health records.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> -Enrollment and registration forms -Records of transfers of pupil records -Physical Health Records <ul style="list-style-type: none"> • Basic health information • Emergency medical card • Log of first aid and medicine administered • Accident reports • Athletic permit card • Routine screening test results such as hearing, vision, or scoliosis • Records concerning ability to participate in an education program • Immunization exclusion verification -Disciplinary records <ul style="list-style-type: none"> • Disciplinary file, expulsion and suspension reports • Assault against staff reports <p>-504 records</p>	Yes	Yes. Wis. Stat. § 118.125; FERPA	Event+1 year and destroy confidential	Event is date of creation.	<p>Does not include immunization records or any lead screening records required under s. 254.162.</p> <p>Per Wis. Stat. § 118.125(3), no behavioral record may be maintained for more than one year after the pupil ceases to be enrolled in the school, unless the pupil specifies in writing that his or her behavioral records may be maintained for a longer period.</p>	1.3.3, 1.3.7, 4.1.1, 4.1.3, 4.1.6, 4.2.2, 4.3.2, 4.3.3, 4.4.3, 4.4.4, 4.4.6, 4.4.7, 5.1.4

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC410	Student Expulsion Order	An order expelling a pupil issued under Wis. Stat. §§ 119.25 or 120.13(1).	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date the order is no longer in effect.		4.4.5
PUBSC420	Progress Records	Per Wis. Stat. § 118.125(1)(c) progress records may include but are not limited to pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record, the pupil's immunization records, any lead screening records, records of the pupil's school extracurricular activities, teacher grade book, and athletic records.	Yes	Yes Wis. Stat. § 118.125(2)	Event+5 years and destroy confidential	Event is date student graduates or withdraws from district.		4.1.5, 4.1.14, 4.1.15, 4.2.1, 4.2.1.1, 4.2.1.2, 4.2.1.3, 4.2.1.4, 4.2.1.5, 4.2.1.6
PUBSC440	Individuals with Disabilities Education Act (IDEA) Records	Records pertaining to compliance with the Individuals with Disabilities Education Act. Records may include but are not limited to individualized education programs (IEPs), progress reports, test reports, assessments and evaluations, functional behavioral assessments (FBAs), behavioral intervention plans (BIPs), manifestation determinations.	Yes	Yes Wis. Stat. § 118.125; FERPA; IDEA	Event+1 year and destroy confidential	Event is date student graduates or withdraws from district.	See note below.	4.5.0, 4.5.1, 4.5.2

NOTE for SCH440:

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The personally identifiable information that is no longer needed must be redacted or otherwise removed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC460	Patient Health Care Records	<p>Per Wis. Stat. § 146.81(4) patient health care records mean all records related to the health of a patient prepared by or under the supervision of a health care provider; and all records made by an ambulance service provider or an emergency medical services practitioner administering emergency care procedures to and handling and transporting sick, disabled, or injured individuals.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> -Treatment records from health care providers including mental health providers -Parent's requests and physician's authorization for specialized health care -Billing statements and invoices for treatment or services provided by a health care provider 	Yes	Yes Wis. Stat. §§ 146.81(4), 118.125(2m)(a), FERPA	Event+1 year and destroy confidential	Event is date of creation.	These records do not include physical health records maintained by a school under Behavioral Records.	4.3.1, 4.3.5, 4.3.6
PUBSC480	High School Transcripts and Degrees/Awards	Official high school transcripts and listings of any other degrees/awards received while in high school.	Yes	Yes Wis. Stat. § 118.125; FERPA	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		4.2.1.9

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC500	4K-8 Report Cards	Report cards received while in elementary and middle school.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date student graduates or withdraws from district.		4.2.1.8
School Library Records								
PUBSC520	School Library Media Plans	Library program plan created to meet requirements of Wisconsin Administrative Code PI § 8.01(2)(h).	No	No	Event+1 year and destroy	Event is date plan is superseded.		
PUBSC540	Circulation Records	Records documenting the loan of library materials by students and school staff.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost.		
PUBSC560	Library Use Reports	Records documenting the use of library materials, equipment, services, and space by students and school staff.	No	No	Event+1 year and destroy	Event is date report is superseded.		
PUBSC580	Overdue Notices	Notices sent to students and school staff to remind them to return borrowed items.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Food Service Records								
PUBSC600	Food Service Program Records	<p>Records related to food and nutrition programs including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Wisconsin School Day Milk Program, and Elderly Nutrition Program.</p> <p>Records may include but are not limited to contracts and agreements, food and nutrition program contracts, policy statements, and applications with DPI, applications for free and reduced price meals, direct certification reports, and verification summary and documentation, daily participation/meal count records by district and by building, food service financial records, monthly claim worksheets for each food nutrition program, sales records for food and nutrition programs, and sales records for non-program foods, monthly food inventory records, menus/food production records, professional standards training and civil rights training compliance records, and complaints regarding USDA programs.</p>	No	No	FIS+3 years and destroy	Event end of fiscal year.		2.2.34.1, 2.2.34.4, 2.2.34.5, 2.2.34.6, 2.2.34.7, 2.2.34.8, 2.2.34.9, 2.2.34.10, 2.2.45, 2.2.46, 2.2.47
PUBSC620	Free and Reduced-Price Eligibility Records	Records related to a student's eligibility to receive free or reduced lunch.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+3 years and destroy confidential	Event is the end of the federal fiscal year.		2.2.34.2

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC640	School Nutrition Procurement Contract and Agreement Records	Food service procurement records may include but are not limited to bids (successful and unsuccessful), the food service management company contracts, and the joint and vendor agreements for food, equipment, and supplies.	No	No	Event+6 years and destroy	Event is date contract expires or the final payment is recorded, whichever occurs first.		2.2.34.3
School Finance Records								
PUBSC660	School District Debt Documentation	Records documenting debt owed by a school district in the form of long-term bonds, long-term and short-term notes, and land contracts. Records may include but are not limited to indebtedness statements and notifications, approved state trust fund applications, certificates of bond sales, schedules of bond retirements, and cancelled bond of indebtedness and interest.	No	No	Event+7 years and destroy	Event is date debt is paid off or cleared.		2.2.27, 2.2.27.1, 2.2.27.2, 2.2.27.3, 2.2.27.4, 2.2.27.5, 2.2.27.6, 2.2.27.7, 2.2.28
PUBSC680	State Tuition Claim Documentation	Records relating to filing a state tuition claim from the state to Wisconsin school districts for enrolling students who reside in eligible facilities defined by Wis. Stat. § 121.79. Records may include but are not limited to reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, and corrections.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+1 year and destroy	Event is date of final audit of claims.		2.2.37, 2.2.38
PUBSC700	Tuition Waiver Records	Records documenting a request for tuition waiver due to move.	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date waiver is approved.		5.2.5, 5.2.6, 5.2.7

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years	Obsolete
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years	Obsolete
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years	Obsolete
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years	Obsolete
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years	Obsolete
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years	Obsolete
1.5.14	State AODA Grants End of Year Report	5 years	Obsolete
2.2.9	Regular Tuition Reports (PI-1514)	Permanent	Obsolete
2.2.20	District Equalization Valuation Report	7 years	Records maintained by the Wisconsin Dept. of Revenue.
2.2.21	State Aid Computation Cards (PI-1519)	7 years	Obsolete
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years	Obsolete
2.2.25	Common School Fund Voucher	7 years	Obsolete
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years	Obsolete
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent	Obsolete
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent	Obsolete
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year	Obsolete
4.3.7	Family Educational Rights and Privacy Act (FERPA) Access Policies	Until superseded	Not a school district record.

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project	Obsolete

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	1.1.3	Citizens Advisory Committee Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.4	Management Team Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.5	Reports to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.6	School Board Policies and Procedures	Supersede with Administrative Records GRS.
02/2023	1.1.7	School Board Correspondence	Supersede with Administrative Records GRS.
02/2023	1.1.8	Management Guidelines	Supersede with Administrative Records GRS.
02/2023	1.1.9	Legal Opinions	Supersede with Municipal Records GRS.
02/2023	1.1.10	Notice of Meetings	Supersede with Administrative Records GRS.
02/2023	1.1.11	Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.13	Complaints to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.14	Newsletters/Bulletins	Supersede with Administrative Records GRS.
02/2023	1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	Supersede with Administrative Records GRS.
02/2023	1.1.16	Management Correspondence/Memos	Supersede with Administrative Records GRS.
02/2023	1.1.17	Election Notices	Supersede with Municipal Records GRS.
02/2023	1.1.18	Election Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.19	Election Poll Lists	Supersede with Municipal Records GRS.
02/2023	1.1.20	Election Tally	Supersede with Municipal Records GRS.
02/2023	1.1.21	Election Tally Books and Returns	Supersede with Municipal Records GRS.
02/2023	1.1.22	Election Canvassing	Supersede with Municipal Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	1.1.23	Election Registrations	Supersede with Municipal Records GRS.
02/2023	1.2.2	Architecture Building Blueprints	Supersede with Facilities Records GRS.
02/2023	1.2.3	Building and Site Data Books	Supersede with Facilities Records GRS.
02/2023	1.2.4	Tools and Equipment Inventory	Supersede with Fiscal and Accounting Records GRS.
02/2023	1.2.5	Specification	Supersede with Facilities Records GRS.
02/2023	1.2.6	Building Permits	Supersede with Facilities Records GRS.
02/2023	1.2.7	Electrical Information	Supersede with Facilities Records GRS.
02/2023	1.2.8	Maintenance Requests	Supersede with Facilities Records GRS.
02/2023	1.2.9	Abstract/Deeds/Title Papers/Mortgages	Supersede with Facilities Records GRS.
02/2023	1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Supersede with Risk Management Records GRS.
02/2023	1.3.2	Bus Transportation Contract	Supersede with Purchasing and Procurement Records GRS.
02/2023	1.3.4	Financial Statement for Out-of-District Field Trips	Supersede with Fiscal and Accounting Records GRS.
02/2023	1.3.5	Bus Rules/Policy	Supersede with Administrative Records GRS.
02/2023	1.5.1	ESEA Consolidated Application (PI-9550)	Supersede with Administrative Records GRS.
02/2023	1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	Supersede with Administrative Records GRS.
02/2023	1.5.6	Carl Perkins Basic Grant Application (PI-1303)	Supersede with Administrative Records GRS.
02/2023	1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	Supersede with Administrative Records GRS.
02/2023	1.5.11	Title I Comparability Report (PI-1753)	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.1	Purchase Requisition	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.2	Purchase Orders	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.3	Bids & Contracts	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.4	Performance Guarantee/Warrant of Vendor	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.5	Vacation/Personal Leave Records	Supersede with Payroll Records GRS.
02/2023	2.1.6	W-2 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.7	W-4 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.8	Social Security Report	Supersede with Payroll Records GRS.
02/2023	2.1.9	Retirement Reports	Supersede with Payroll Records GRS.
02/2023	2.1.10	Enrollment Cards	Supersede with Payroll Records GRS.
02/2023	2.1.11	Disability Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.12	Life Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.13	Health/Dental Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.14	Tax Sheltered Annuity	Supersede with Payroll Records GRS.
02/2023	2.1.15	United Way Contributions	Supersede with Payroll Records GRS.
02/2023	2.1.16	Union Dues	Supersede with Payroll Records GRS.
02/2023	2.1.17	Payroll Distribution Report	Supersede with Payroll Records GRS.
02/2023	2.1.18	Payroll Deduction Report	Supersede with Payroll Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.19	Additional Pay Authorization Forms	Supersede with Payroll Records GRS.
02/2023	2.1.20	Insurance Reports and Bills	Supersede with Payroll Records GRS.
02/2023	2.1.21	Absence Report/Time Sheets	Supersede with Payroll Records GRS.
02/2023	2.1.22	State and Federal Tax Reports	Supersede with Payroll Records GRS.
02/2023	2.1.23	Stop Payments	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.24	Cancelled Payroll Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.12	Annual Audit Reports	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.13	Disbursement and Receipt Journal	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.14	General Ledger – All Funds	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.15	Fund Ledger Cards	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.16	Canceled General Voucher Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.17	Monthly Bank Statements	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.18	Monthly Reconciliation Ledger	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.19	Bank Deposit Receipts	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.29	Invoices	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.32	Insurance Policies	Supersede with Human Resources Records GRS.
02/2023	2.2.33	Damage and Loss Reports	Supersede with Risk Management Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.2.35	Grant Applications – Successful ++	Supersede with Administrative Records GRS.
02/2023	2.2.36	Grant Applications – Unsuccessful	Supersede with Administrative Records GRS.
02/2023	2.2.42	Mentoring Grant for Initial Educators (PI-1640)	Supersede with Administrative Records GRS.
02/2023	2.2.43	Peer Review and Mentoring Grants (PI-1653)	Supersede with Administrative Records GRS.
02/2023	3.1.1	Teaching Certificates (Including permits and certifications)	Supersede with Human Resources Records GRS.
02/2023	3.1.2	Transcript of College Credit	Supersede with Human Resources Records GRS.
02/2023	3.1.3	Certified Staff Certificates of Previous Experience	Supersede with Human Resources Records GRS.
02/2023	3.1.4	Evaluation Records	Supersede with Human Resources Records GRS.
02/2023	3.1.5	Individual Teaching Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.6	Other Individual Employment Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.7	Applications (Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.8	Applications (Not Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.9	Immigration and Nationalization Services INS-9 Forms	Supersede with Human Resources Records GRS.
02/2023	3.1.10	Staff Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.10.1	Injury Claims	Supersede with Human Resources Records GRS.
02/2023	3.1.10.2	Workers Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.10.3	Public Liability	Supersede with Human Resources Records GRS.
02/2023	3.1.10.4	Settlements	Supersede with Human Resources Records GRS.
02/2023	3.1.11	Medical Records	Supersede with Human Resources Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	3.1.11.1	Physical Examinations	Supersede with Human Resources Records GRS.
02/2023	3.1.11.2	TB Tests	Supersede with Human Resources Records GRS.
02/2023	3.1.12	Health & Dental Insurance Waivers	Supersede with Human Resources Records GRS.
02/2023	3.1.13	Affirmative Action Files	Supersede with Human Resources Records GRS.
02/2023	3.1.14	Arbitration Decisions – Negotiator	Supersede with Human Resources Records GRS.
02/2023	3/1/2023	Athletic Activity Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.16	Classification Studies – Description of job duties of individual school district positions.	Supersede with Human Resources Records GRS.
02/2023	3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	Supersede with Human Resources Records GRS.
02/2023	3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	Supersede with Human Resources Records GRS.
02/2023	3.1.19	Employee Deficiency/Termination Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	Supersede with Human Resources Records GRS.
02/2023	3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	Supersede with Human Resources Records GRS.
02/2023	3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	Supersede with Human Resources Records GRS.
02/2023	3.1.23	Insurance Certificates and Policies	Supersede with Human Resources Records GRS.
02/2023	3.1.24	Insurance Premium Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.25	Insurance Working Files	Supersede with Human Resources Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	3.1.26	Labor Union – Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.27	Labor Union – Disputes	Supersede with Human Resources Records GRS.
02/2023	3.1.28	Labor Union – Negotiations Minutes	Supersede with Human Resources Records GRS.
02/2023	3.1.29	Non-Union Salary Determination – Annual salary schedules for all non – union employees.	Supersede with Human Resources Records GRS.
02/2023	3.1.30	OSHA – Employee Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.31	OSHA – Employee Exposure Records	Supersede with Human Resources Records GRS.
02/2023	3.1.32	OSHA – Employee Medical Records	Supersede with Human Resources Records GRS.
02/2023	3.1.33	Performance of Work Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.34	Personnel Files	Supersede with Human Resources Records GRS.
02/2023	3.1.35	Personnel files – Summer School	Supersede with Human Resources Records GRS.
02/2023	3.1.36	Personnel and Promotion List	Supersede with Human Resources Records GRS.
02/2023	3.1.37	Position Recruitment File	Supersede with Human Resources Records GRS.
02/2023	3.1.38	Requisition for Personnel	Supersede with Human Resources Records GRS.
02/2023	3.1.39	Substitute Teacher Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.40	Unemployment Claims/Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.41	Summons/Pleadings, Other Legal Documents	Supersede with Human Resources Records GRS.
02/2023	3.1.42	Notices of Claims	Supersede with Human Resources Records GRS.
02/2023	4.1.16	Lesson Plans	Supersede with Administrative Records GRS.
02/2023	5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	5.1.2	IDEA Application/Plan (PI-2111)	Supersede with Administrative Records GRS.
02/2023	5.1.2.1	Flow-Through Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.2	Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.3	Local Educational Agency Transfer Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.4	Preschool Entitlement Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.5	Preschool Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	Supersede with Administrative Records GRS.
02/2023	5.2.19	Application to Offer GED Option #2 (PI-8201)	Supersede with Administrative Records GRS.
02/2023	5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	Supersede with Administrative Records GRS.
02/2023	5.2.9	Alternative Education Program Grant Application (PI-9710)	Supersede with Administrative Records GRS.
02/2023	5.2.10	Disproportionality Application (PI-8801)	Supersede with Administrative Records GRS.
02/2023	5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	Supersede with Administrative Records GRS.



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Danni Brauer
Date: 5/3/23
Re: Occupational Therapy

The purpose of this memo is to inform the school board about the possibility of having an in-person Occupational Therapist, Registered through a 66.03 agreement with Weyauwega-Fremont for the 2023-24 school year.

Background

The School District of Manawa and Weyauwega-Fremont School District both lost the Occupational Therapist, Registered (OTR) when the company they contracted with dissolved at the end of the 2020-21 school year. At that time the districts attempted to hire a full time OTR but had no applicants for the position. Both districts contracted with Soliant Health, Employment Agency Company for a virtual OTR to work with students. While this fulfilled our needs on paper it did not provide in the level of therapy our students deserve.

Beginning this school year Manawa has a 66.03 agreement to share a Certified Occupational Therapy Assistant (COTA) who is in-person and is supervised by the virtual OTR through Soliant. While this helps to provide more effective therapy sessions there are many requirements that a COTA is not able to complete nor are virtual OTR services cost effective.

Throughout the 2022-23 school year both districts have had OT caseloads around 20 students. This number fluctuates throughout the year as students are dismissed from OT and others initially qualify. DPI guideline for Occupational Therapy caseload is 45 students with a full time OTR and COTA.

Update

In late winter the representatives of Weyauwega-Fremont and Manawa discussed sharing an in-person OTR with a 66.03 agreement and continuing to share the current COTA. Both districts were unsure a OTR would be found for the position. Weyauwega- Fremont would be the fiscal agent for both positions.



Students choosing to excel; realizing their strengths.

Weyauwega-Fremont posted for the position in March to see if there was any interest. Three candidates applied for the position and interviews were set up for May 3rd. Weyauwega-Fremont representatives reached out to me to sit in on the interview on Wednesday.

All three candidates were interviewed. One candidate has experience working in schools as an OTR and lives in Weyauwega. So far the reference checks have been very positive.