

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

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**Date:** May 13, 2020

**Time:** 6:00 p.m.

**Virtual Meeting**

**Board Committee Members:** Pethke (C), Forbes, J. Johnson

**In Attendance:**

**Timer:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

1. Contract Language (Information)
  - a. Teachers
  - b. Support Staff
2. Review of Previously tabled - Vol. 29 No. 1 policies 2370, 3122.01, 4122.01, 7540, 7540.02, 7540.04 and 7544 (Action)
3. 1st Reading of Fitness Center Guidelines (Information/Action)
4. Review ag5421A - Grading (Information / Action)
5. Policy & Human Resources Committee Planning Guide (Information)
6. Set Next Meeting Date
7. Next Meeting Items:
  - a. COVID-19 Plan
  - b.
7. Adjourn

Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370
Status	Proposed to Policy & Human Resources Committee

**NEW POLICY - VOL. 29, NO. 1**

**2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT**

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

**Early College Credit Program**

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

**Start College Now Program**

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

**Advanced Placement (AP) Courses**

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

**~~International Baccalaureate Program~~**

**~~Magnet, Specialized, and Immersion schools~~**

**~~Instrumentality Charter Schools~~**

**Cooperative Academic Partnership Program (CAPP) Courses**

Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.

**~~Partners in Education (PIE) Courses~~**

~~Students may enroll in PIE courses offered in conjunction with UW-Whitewater for college credit.~~

**Dual Credit Programs**

Students enrolled in grades 11 and 12 may take approved dual credit programs with Fox Valley Technical College in accordance with State law and District procedures.

**~~[ ] Tutorial Programs~~**

~~Eligible students may receive tutoring from staff or designated student tutors in accordance with Policy 2415. Qualified students may be appointed to serve as tutors for service credit or academic credit.~~

**[X] Independent Study**

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

**[X] Advanced Study**

Advanced study offers ~~a~~the student the opportunity to go beyond the curriculum of a course or to integrate two or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

**[X] Online Courses**

Students may enroll in online courses when such a course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

**[X] Work-Study Programs**

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

**[X] Summer School**

The District offers a summer school program that includes both enrichment and credit recovery options.

**Full-Time Open Enrollment Program**

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Full-Time Open Enrollment.

**Part-Time Open Enrollment Program**

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

**Courses for Home-Based Private Education Students**

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

~~[ ] \_\_\_\_\_~~  
~~[ ] \_\_\_\_\_~~

**Notification of Educational Options**

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	DRUG-FREE WORKPLACE
Code	po3122.01
Status	Proposed to Policy & Human Resources Committee
Adopted	October 1, 2015
Last Revised	December 18, 2017

**3122.01 - DRUG-FREE WORKPLACE**

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting that is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

-Each staff handbook will include a summary of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory.

Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

**(X) Off Work Conduct**

-Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, with depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter will be investigated even though the events occurred on one's personal time and not on District property or at a District event.

**Use of Resources for Treatment**

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Last Modified by Melanie Oppor on May 5, 2020





Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	DRUG-FREE WORKPLACE
Code	po4122.01
Status	Proposed to Policy & Human Resources Committee
Adopted	May 16, 2016
Last Revised	December 18, 2017

#### 4122.01 - DRUG-FREE WORKPLACE

The Board believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting that is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event.

Support staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

~~(X) Each staff handbook will include a copy (X) a summary [END OF OPTIONS] of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. [END OF OPTION] (X)The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. [END OF OPTION]~~

Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Support Staff Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

#### (X) Off Work Conduct

~~Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate with the involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties.~~

If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

### **Use of Resources for Treatment**

The District makes available resources to assist staff members in overcoming alcohol, illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for alcohol, illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17

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Legal                      Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Last Modified by Melanie Oppor on May 5, 2020





Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	Copy of TECHNOLOGY
Code	po7540
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 23, 2018

#### 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) 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, Policy 7540.03)

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 and Policy 7530.02). 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, 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.

~~For purposes of this policy, social media is defined as Internet based applications that facilitate communication (e.g., interactive/two way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District issued e-mail accounts.~~



~~Staff may use of District-approved social media platforms/sites shall be consistent with Policy 7544, for business-related purposes. Authorized staff may use District technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of social media for business-related purposes is subject to Wisconsin's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 — Public Records and AG 8310A — Public Records.~~

Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use District-approved social media platforms/sites.

~~Similarly, staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources to access and/or use District-approved social media platforms/sites.~~

~~Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.~~

~~Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.~~

~~Staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.~~

~~{DRAFTING NOTE: Retain this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.}~~

~~[X] Staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources [X] or personally-owned PCDs ~~{END OF OPTION}~~ to access and/or use social media for personal purposes.~~

~~{END OF OPTIONS}~~

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Legal 948.11, Wis. Stats.  
947.0125, Wis. Stats.

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Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	REPLACEMENT POLICY - WEB CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	Proposed to Policy & Human Resources Committee
Adopted	November 21, 2016
Last Revised	April 23, 2018

**REPLACEMENT POLICY - SPECIAL UPDATE - SOCIAL MEDIA - NOVEMBER 2019**

**7540.02 - WEB CONTENT, APPS, AND SERVICES**

**A. Creation of Content for Web Pages/Sites, Apps, and Services**

The Board authorizes staff members  and students ~~END OF OPTION~~ to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's mission statement, and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or used with students.

**~~{NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.}~~**

Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

~~The creation of content, apps, and services by students must be done under the supervision of a professional staff member. END OF OPTIONS~~

**B. Purpose of Content of District Web Pages/Sites, Apps, and Services**

The purpose of content, apps, and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

**1. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

**2. Inform**

Content may inform the community about the school, teachers, students, or departments, including information



about curriculum, events, class projects, student activities, and departmental policies.

### 3. Communicate

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. 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;
2. Link to a website of another organization if the other website includes such a message; or
3. Communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

**[X]** Under no circumstances is staff member-created content, apps, and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the District Administrator approved Board-specified website, app, or service (e.g. Skyward, Google Classroom, Progressbook, \_\_\_\_\_) for the purpose of conveying information to students and/or parents.

**{END-OF-OPTIONAL-PARAGRAPH}**

**[X]** Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. **{END-OF-OPTIONAL-PARAGRAPH}**

~~**[ ]** If a staff member creates content, apps, and services related to his/her class, it must be hosted on the Board's server or a District-affiliated server. **{END-OF-OPTIONAL-PARAGRAPH}**~~

~~**[ ]** Unless the content, apps, and services contains student personally identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services. **{END-OF-OPTIONAL-PARAGRAPH}**~~

Web content, apps, and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

The District Administrator shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff **(X)** and students.

The Board retains all proprietary rights related to the design of web content, apps, and services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their classwork to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

### C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability,



with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.

## 1. Technical Standards

The District will adhere to the technical standards of compliance identified at <https://www.manawaschools.org/district/website-accessibility.cfm> ~~\_\_\_\_\_~~ **[INSERT link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level ~~AA~~ \_\_\_\_\_, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. **(X) WCAG 2.0 Level AA** ~~\_\_\_\_\_~~ **[insert another acceptable standard selected by the District]**.

**[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]**

## 2. Web Accessibility Coordinator

The Board designates its ~~( ) Section 504/ADA Compliance Coordinator(s)~~ **(X) Technology Director** ~~( )~~ \_\_\_\_\_ **[END OF OPTIONS]** as the District's web accessibility coordinator~~(s)~~. That individual~~(s)~~ is responsible for coordinating and implementing this policy.

**[Select Option 1 or 2]**

~~[ ] [OPTION 1] See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.~~

**[X] [OPTION 2]**

The District's Web Accessibility Coordinator(s) can be reached at: \_\_\_\_\_ **[Insert name or title, address, e-mail, phone]**.

Bryant Cobarrubias  
Technology Director  
School District of Manawa  
800 Beech Street  
Manawa, WI 54949  
920-596-5737

## C. STEVE - CHECK THE NUMBERING AND LETTERING HERE AS IT IS OFF.

**[End of Option 1 & 2]**

### 1. Third-Party Content

Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with these criteria for all new content placed on the District's website after the adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:



- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

#### 4. Regular Audits

The District, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

~~( ) This audit will occur no less than once every two (2) years. [END OF OPTION]~~

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

#### 5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

### D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

~~{SELECT OPTION #1 OR #2}~~

[OPTION #1]

The Board requires the ~~( ) District Administrator~~  Technology Director ~~\_\_\_\_\_ [END OF OPTIONS]~~ pre-approve each app and/or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA)  ~~, and~~ Section 504, ~~[END OF OPTION]~~ and the ADA.

~~{ } [OPTION #2]~~

~~A teacher who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the ( ) District Administrator ( ) \_\_\_\_\_ [END OF OPTION] that the app and/or service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) ( ) and Section 504 [END OF OPTION] and the ADA.~~

~~[END OF OPTIONS]~~

The Board further requires:

the use of a Board-issued e-mail address in the login process.

~~( ) prior written parental permission to use a student's personal e-mail address in the login process.~~

### E. Annual Training

The District will provide  annual ~~( ) periodic [END OF OPTIONS]~~ training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

### F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders

and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via District web pages/sites, apps, and services to be one-way communication, public comments are not solicited or desired, and the website, app, or service is to be considered a nonpublic forum.

If the District uses an app and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records), but it will not review or consider those comments.

**~~{DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.}~~**

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Legal                      Wis. Stats. 947.0125  
                                    Wis. Stats. 948.11  
                                    Wis. Stats. 995.55  
                                    Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)  
                                    Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)  
                                    20 U.S.C. 1232g  
                                    34 C.F.R. Part 99

Last Modified by Melanie Oppor on May 12, 2020





Book	Policy Manual
Section	For Board Review - Vol. 29, No. 1
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	Proposed to Policy & Human Resources Committee

#### 7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines **[X]**, Policy 7544 and AG 7544, **[END-OF-OPTION]** and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]**

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information 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).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators



and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Board utilizes software and/or hardware to monitor online activity of staff and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The District Administrator () or ~~Technology Director~~ **[END-OF-OPTION]** may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. () The District Administrator () or ~~Technology Director~~ **[END-OF-OPTION]** may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- A. The safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. The inherent danger of students disclosing personally identifiable information online;
- C. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

~~**[NOTE: NEOLA encourages District's to include training in professional development programs regarding the above mentioned items, due to the Children's Internet Protection Act requirement of staff members to provide instruction to students regarding appropriate technology.]**~~



Building Principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to ~~(→) sign a written agreement~~  acknowledge during the Employee Handbook receipt and acceptance process ~~(→) acknowledge through the network login process~~ **[END OF OPTIONS]** to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator  or Technology Director ~~\_\_\_\_\_~~ **[END OF OPTION]**, staff may direct students who have been issued school--assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines  and Policy 7544 and its accompanying guideline ~~[END OF OPTION]~~.

~~**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts Policy 7544.]**~~  
~~**[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate option to match that language]**~~

~~**[→] Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.**~~

Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

~~**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**~~

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

~~**[END OF OPTIONS]**~~

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator  and Technology Director ~~\_\_\_\_\_~~ **[END OF OPTION]** as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.



Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h, 1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

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47 C.F.R. 54.522

47 C.F.R. 54.523

Last Modified by Melanie Oppor on May 12, 2020



Book Policy Manual  
Section For Board Review - Vol. 29, No. 1  
Title USE OF SOCIAL MEDIA  
Code po7544  
Status Proposed to Policy & Human Resources Committee

**NEW POLICY - SOCIAL MEDIA**

**7544 - USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff ~~(-) (including District-approved volunteers) [END-OF-OPTION]~~, and the general public. Social media is defined in Bylaw 0100.

The District Administrator is charged with designating the District-approved social media platforms/sites **[X]**, which shall be listed on the District's website **[END-OF-OPTION]**.

**[X]** In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members. **[END-OF-OPTION]**

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

Staff are not permitted to solicit or accept "Friend" requests from enrolled School District of Manawa students on any personal social media account. Staff that are guardians of School District of Manawa students are exempt from this requirement as it relates to soliciting or accepting "Friend" requests from their own children.

**~~[DRAFTING-NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.]~~**

**~~[ ] [Option 1]~~**

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District-approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

**[X] [Option 2]**



The District uses approved social media platforms/sites as interactive forms of communication and ~~(-)~~ ~~accepts~~ ~~(-)~~ ~~invites~~  welcomes **{END-OF-OPTIONS}** public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

### **{END-OF-OPTIONS 1 & 2}**

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members ~~(-)~~ ~~or~~ ~~volunteers~~ **{END-OF-OPTION}** wish to post information or announcements to a District social media platform, the staff member  or volunteer **{END-OF-OPTION}** may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

### **Social Media for Instructional and School-Sponsored Activities**

Staff (including District-approved volunteers) may, with prior approval/authorization from the  Principal,  District Administrator,  Technology Director ~~\_\_\_\_\_~~, **{END-OF-OPTIONS}** use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

### **{END-OF-OPTION}**

**~~{DRAFTING NOTE: Select either Option 3 or 4, or, at the District's discretion, choose neither option.}~~**

### **{Option-3}**

Staff members ~~(-)~~ ~~(including District-approved volunteers)~~ **{END-OF-OPTION}** must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

### **{Option-4}**

~~Staff members (-) (including District-approved volunteers) {END-OF-OPTION} must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

### **{END-OF-OPTIONS 3 & 4}**

### **Expected Standards of Conduct on District-Approved Social Media**

Employees ~~(-)~~ ~~and~~ ~~District-approved volunteers~~ **{END-OF-OPTION}** who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of



student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees ~~( )~~ and ~~volunteers [END OF OPTION]~~ are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations).

### **Retention of Public/Student Records**

District communications that occur through the use of District-approved social media platforms/sites – including staff members' ~~( )~~/volunteers' ~~[END OF OPTION]~~ use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

~~**[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]**~~

Staff members ~~( )~~ and ~~District-approved volunteers [END OF OPTION]~~ cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees ( ) and volunteers **[END OF OPTION]** who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

~~**[END OF OPTION]**~~

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

~~**[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]**~~

### **Employees' Use of District Technology Resources to Access Social Media for Personal Use**

#### ~~**[ ] OPTION 5**~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

#### ~~**[ ] OPTION 6**~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

#### ~~**[ ] OPTION 7**~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

#### ~~**[ ] OPTION 8**~~

~~Employees ( ) and District-approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's ( )/volunteer's [END OF OPTION] job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

#### **OPTION 9**

Employees ~~( )~~ and ~~District-approved volunteers [END OF OPTION]~~ are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's ~~( )~~/volunteer's ~~[END OF OPTION]~~ use during work hours does not interfere with his/her job performance.

They are reminded that the District may monitor their use of District technology resources.



~~{END OF OPTIONS 5-9}~~

~~{DRAFTING NOTE: Select Option 10, 11, or 12}~~

## Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

### ~~(-) OPTION 10~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

### ~~(-) OPTION 11~~

~~Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.~~

### OPTION 12

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

~~{END OF OPTIONS 10-12}~~

Employees ~~(-) and District-approved volunteers~~ ~~{END OF OPTION}~~ are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated

as necessary

~~(-) on an annual basis.~~

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Legal                      Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Melanie Oppor on May 12, 2020



**Students choosing to excel; realizing their strengths.**

**Fitness Center**  
**515 East 4<sup>th</sup> Street Manawa, WI**

(Enter Fitness Center at the west entrance # ?)

Insert entrance  
photo here.

- Your first visit is free! Register at either school office or the District Office to see if the Fitness Center works for you.
- Membership cards can be purchased in the District Office and an access fob will be provided to you.
- The Fitness Center is open to both District residents and non-residents.

### **Fitness Center Hours of Operation**

Monday – Friday: 5:00 a.m. - 7:00 a.m. and 6:00 p.m. – 4:00 a.m.

Saturday: 24 hours a day

Sunday: 24 hours a day

The above schedule applies to all student contact days. The Fitness Center will be closed on days when the school is closed due to inclement weather. Watch for specially posted hours for summer and school recesses.

### **Fitness Center Fees**

Monthly and Annual Resident and Non-Resident memberships are available:

Membership Type	Monthly Fee	Annual Fee
Resident Individual	\$10.00	\$20.00
Resident Family	\$30.00	\$40.00
Resident Senior (Age 60+)	Free	Free
Non-Resident Individual	\$30.00	\$300.00
Non-Resident Family	\$40.00	\$400.00

(Children younger than 6th grade are not allowed in the Fitness Center. Manawa Middle School students must be accompanied by an adult during non-school-related Fitness Center usage.)

All District staff (this does not include spouses or adult children) may use the Fitness Center for free as part of the District's Wellness Program but must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.



## **APPLICATION & USER AGREEMENT/RULES**

All individuals wishing to utilize the Fitness Center during the designated public hours of operation must complete the membership [Application & User Agreement](#) and sign the Fitness Center [Rules](#) before use.

Adult patrons of the Fitness Center are defined as individuals 18 years of age or older and not currently enrolled in the School District of Manawa. Students in grades 6-12 enrolled in the School District of Manawa are permitted to use the Fitness Center during public use hours. Such students may use the Fitness Center at no cost upon completion of the User Agreement, signing of the Fitness Center Rules, and be in good standing per the school's Code of Conduct.

District locker room services are only available to school-aged children who are permitted to be in the fitness center. Adult/Family changing rooms are available for public use. The public use of the high-school locker room amenities is not allowed.

**SCHOOL DISTRICT OF MANAWA FITNESS CENTER USER AGREEMENT**

This form must be completed by ALL individuals requesting use of the School District of Manawa Fitness Center and be returned to the District Office located at 800 Beech Street Manawa, WI, 54949

Use of the School District of Manawa Fitness Center pursuant to this Agreement constitutes a “recreational activity” under Section 895.523, Wis Stats, and Board of Education Policy 7510 – Use of Facilities and is subject to this recreational agreement’s terms, conditions and notices.

If use is approved, this form will constitute the written recreational agreement governing the User’s use of the School District of Manawa Fitness Center.

**Requesting Users:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Family members in grades 6<sup>th</sup>-12<sup>th</sup> requesting use:**

\_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone#:** (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**School District Resident:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Membership Type:** Individual \_\_\_\_\_ Family \_\_\_\_\_ Monthly \_\_\_\_\_ Yearly \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**Conditions for Use.** All facility users must abide by all policies, rules and regulations of the School District of Manawa, including the attached Fitness Center rules and regulations.

**Emergency Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Medical Concerns and Allergy Information.** Please list any medical concerns and allergy information that staff or medical personnel should be aware of in the event of an emergency:

\_\_\_\_\_

\_\_\_\_\_



Name of Primary Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**WAIVER OF LIABILITY, RELEASE OF CLAIMS, AND INDEMNIFICATION AGREEMENT**

This Waiver of Liability, Release of Claims, and Indemnification Agreement is a binding agreement between

\_\_\_\_\_ (applicant) and the School District of Manawa (“District”).

I agree and acknowledge as follows:

1. **ACKNOWLEDGEMENT OF RISK**. The District provides use of the Fitness Center which is valuable to me and of which I desire to use. I am aware of the inherent risks of serious injury or illness, including, sprains, strains, broken bones, tears, heart palpitations, and in rare cases, paralysis or death that may result from participating in physical activity or my presence or use of the Fitness Center. These risks include, but are not limited to, those caused by over exertion, incorrect form or technique, misuse or malfunction of equipment, slips, falls, and other negligent actions of myself, staff, or other users. I willingly assume this risk. I accept full responsibility for the risks that I am exposing myself to and I accept full responsibility for any injury, illness or death that may result while present at or from participation in any activity or exercise at the Fitness Center. With this knowledge, I am willingly and voluntarily participating in physical activity, and being present at the Fitness Center.

\_\_\_\_\_ **Initial**

2. **WAIVER OF LIABILITY AND REALEASE OF CLAIMS**. I fully and forever release, acquit, and discharge the District and it employees, administrators, Board members, agents, representatives, volunteers, successors, and assigns (collectively the “Released Parties”) from any and all liability, losses or damages sustained by me or which may be sustained by me in the future as a result of any act, omission, representation, misrepresentation, violation of code or statute, breach of contract, negligence or breach of any duty or obligation of any nature whatsoever by me, by the Released Parties, or any other person, whether in law or in equity, whether sounding in tort, in contract or otherwise, or arising out of or in any way connected with my participation in, my presence at or my use of the District’s Fitness Center, or arising out of any injuries. I assume full responsibility for any risks whether caused by the negligence of the Released Parties or by others. I do not release claims based on reckless or intentional acts, and I do not release claim based on the acts by others who are not Released Parties. Users are notified by this paragraph that the District does not, in connection with authorizing access to and the use of District property under this facility use request/agreement, provide any user or any participant with any type of personal insurance coverage, personal accident coverage, or other personal coverage for any other type of expense, damage, or loss, including but not limit to medical expenses.

\_\_\_\_\_ **Initial**

3. **INDEMNIFICATION.** I agree to indemnify and hold harmless the Released Parties from any and all liability, losses or damages, including claims for reimbursement, repayment of subrogation of amounts paid on my behalf by third parties relating to any injury or losses I may suffer and have released under paragraph 2 above. I also agree to indemnify and hold harmless the Released Parties from any damage to property or injury, illness or death that I may cause to myself or others. I understand my obligations also include paying or reimbursing the Released Parties for all costs the Released Parties incur in defending or resolving such claims, including attorneys' fees, whether such claims are made by me or someone on my behalf and regardless of the outcome of the claims. I accept full financial responsibility to indemnify the Released Parties, and I accept full financial responsibility for any damage to property or injury, illness or death that I may cause to myself or others.

\_\_\_\_\_ **Initial**

4. **IMMUNITIES.** In addition to the immunities from liability and the negation of specific legal duties as provided under Section 895.523, Wis. Stats., the School District of Manawa, the Board, and all officers, employees and agents of the District also fully retain all other legally enforceable (1) immunities from liability; (2) limitations on liability and monetary judgments; and (3) rights to seek or claim indemnification.

\_\_\_\_\_ **Initial**

With knowledge of the risks involved and the rights that I give up, I freely sign this binding Agreement and waive the rights I might otherwise have to bring a claim against the Released Parties and with full knowledge of my responsibility of indemnification of the Released Parties. I have considered that if this Waiver of Liability, Release of Claims, and Indemnification Agreement did not provide the protections it gives to the Released Parties, then the costs for engaging in this activity for me would be substantially higher. I have considered whether to pay substantially higher costs rather than negotiating different terms than in this Agreement. I do not want to pay those substantially higher costs or negotiate other terms to this Agreement. I waive my right to negotiate for different terms of this Agreement, and I accept the terms of this Agreement.

**User's Affirmation. The individual signing below affirms by his/her signature that he/she is obligated to follow the Agreement's terms and conditions.**

**Signature of Applicant:** \_\_\_\_\_

**Printed Name of Applicant:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_



## School District of Manawa Fitness Center Rules

Welcome! We are happy to provide you the use of the District's Fitness Center. In order to keep the Fitness Center in quality condition, the following rules have been established for all authorized users.

- All patrons must complete a training program on how to use the fitness equipment. The purpose of the training is to ensure that the equipment is being used properly to prevent injuries.
- Adult patrons must sign the *Fitness Center Application & User Agreement* and *Fitness Center Rules*.
- Students in grades 6-12 must sign the *Fitness Center Rules*, and must be supervised by a staff member or trained school volunteer when using the Fitness Center.
- Individuals who have not reached sixth grade are not allowed in the Fitness Center at any time.
- Patrons must sign the "User's Log" each time they use the Fitness Center.
- Member patrons may not provide Fitness Center/building access to non-members or bring guests into the Fitness Center.
- Street shoes (including athletic shoes) are not allowed in the Fitness Center. Patrons **must** change into a clean pair of athletic shoes before using the Fitness Center.
- Appropriate dress must be ensured and maintained in a school environment.
- Patrons can have water bottles in the Fitness Center. No sports drinks or food/snacks are allowed in the Fitness Center.
- No one is allowed to use the Fitness Center during school hours without the consent of the physical education instructor or administration.
- Use of the Fitness Center by physical education classes or athletic teams takes precedence over individual use.
- Patrons agree to follow all Fitness Center rules and supplementary posted rules in the Fitness Center. In addition, student users agree to follow all school policies as outlined in the Student/Parent Handbook and the Code of Conduct.
- Adult patrons using the Fitness Center (those 18 years of age and older) must pay user fees for use of the Fitness Center as established by the District.
- Only students currently enrolled in grades 6-12 in the School District of Manawa are permitted to use the Fitness Center. These students may use the Fitness Center at no cost.
- Locker room services are only available to District school-aged children who are permitted to be in the Fitness Center. The public is asked to use the adult/family changing rooms. Public usage of locker room amenities is not allowed.

I have read these rules and understand them. I agree to follow the rules at all times. I accept liability for my own actions and safety while using the School District of Manawa Fitness Center.

I understand that failure to follow all policies and rules will revoke my Fitness Center privileges. I understand that I will be held financially responsible for any damage I cause to school facilities and/or property.

Patron: \_\_\_\_\_

Date: \_\_\_\_\_



Book	Policy Manual
Section	5000 Students
Title	GRADING
Code	po5421
Status	Active
Adopted	June 20, 2016
Last Revised	December 18, 2017

#### 5421 - **GRADING**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should be subject to continual review by staff. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the District Administrator.

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Legal                      Wis. Admin Code PI 9.03(1)(f)

Last Modified by Kayla Reichley on September 9, 2019



Book	Administrative Guideline Manual
Section	5000 Students
Title	GRADING
Code	ag5421A
Status	Active
Adopted	August 20, 2018
Last Revised	December 17, 2018

**5421A - GRADING**

Since grades play such a significant role in the life of a student, it is imperative that the Board of Education's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

**4K**

Reporting at this grade level consists of a progress report to parents regarding their child's development of early learning attributes. The marking code is:

- 3.0 Demonstrates concept or skill independently
- 2.0 Demonstrates concept or skill with assistance
- 1.0 Rarely or does not demonstrates concept or skill

**Grades K- 6**

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

<b>Proficiency Scale #</b>	<b>Proficiency Level</b>	<b>Description</b>
4.0	Advanced	Student has in-depth understanding and can make applications that go beyond what was taught.
3.0	Proficient	Student has met expectations based on what was taught.
2.0	Needs Improvement	Student needs improvement in meeting expectations and has some errors or incomplete understandings based on what was taught.
1.0	Unsatisfactory	Student is making unsatisfactory progress toward meeting expectations and may need additional support to learn what was taught.

The principal in collaboration with all teachers at a particular grade or of a particular course shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded advanced, proficient, needs improvement, or unsatisfactory.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Definition of "passing" and "failing":

**Grades K-6**

- A. A rubric score of "1 or less" is defined as failing.
- B. A rubric score of 2, 3, or 4 is considered passing.

The current level of effort and social interaction are graded as follows:

- A. Consistently demonstrates skill/behavior.

B. Inconsistently demonstrates skill/behavior.

## **Grades 7-12**

Reporting in these grades will be by report card using the following marking system:

A 95-100  
A- 92-94  
B+ 89-91  
B 86-88  
B- 83-85  
C+ 80-82  
C 77-79  
C- 74-76  
D+ 71-73  
D 68-70  
D- 65-67  
F 0-64

Marking System:

(A) Excellent  
(B) Good  
(C) Average  
(D) Below Average  
(F) Failure  
(I) Incomplete  
(W) Withdrew

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course that is part of a sequence must repeat and pass that course to continue in the sequence. (I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F". (W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F, unless, granted administrative exception. The principal, in collaboration with all teachers at a grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, average, below average, or failing.

The explanation may not make use of normative (bell-curve) standards.

### **General Considerations**

Students will receive one grade per subject at the end of each grading cycle.

These grading criteria and standards shall be approved by the District Administrator prior to the start of the school year.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Each principal shall send a copy of these grading criteria/standards to all parents of children in these grades (or courses) prior to the first day of school and shall ensure that they are the basis for discussion and decision making at all parent conferences.

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