

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9000/page 1 of 1

9000	RELATIONS
9120	Public Information Program
9140	Citizens' Advisory Committee
9150	School Visitors
9151	Use of Cameras and Other Recording Devices in Locker Rooms
9160	Public Attendance at School Events
9190	Charges for Industrial/Technical Projects
9210	Parent Organizations
9211	District-Support Organizations
9250	Relations with Parents
9270	Home-Based, Private or Tribal Schooling
9500	Relations with Educational Institutions and Organizations
9555	Partnerships with Business
9600	Staff/Student Participation in Community Events
9700	Relations with Special Interest Groups
9700.01	Advertising and Commercial Activities
9800	High School Diplomas to Veterans
9800.01	Veterans as Classroom Volunteers

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9120/page 1 of 1

PUBLIC INFORMATION PROGRAM

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The District Administrator shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding State regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9140/page 1 of 2

CITIZENS' ADVISORY COMMITTEES

The Board of Education, in its discretion, shall establish citizens' advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new problem or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9140/page 2 of 2

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator with the advice of the President.

The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

19.81 et seq., Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9150/page 1 of 2

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the supervisor or administrator in charge is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must not disrupt the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the District office and at each school.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9150/page 2 of 2

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits are not inspections nor are they supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition that causes concern, s/he should discuss the situation first with the District Administrator as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

All commercial, religious, or political representatives must have written permission of the District Administrator and principal of the building concerned before they may contact any District teachers, employees, or students during the school day.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

Any individual in violation of this policy may be referred to law enforcement officials for prosecution under applicable state law(s).

301.475(3)(c). Wis. Stats.

© **NEOLA 2014**

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9151/page 1 of 1

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public who may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

175.22, 942.08, 942.09, Wis Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9160/page 1 of 3

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to, or unusable by, persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9160/page 2 of 3

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 – Use of Tobacco on School Premises.

Audio and/or video recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that the re-broadcasting and distribution (including posting on the internet) of audio and/or video recordings are prohibited.

Guidelines governing the use of non-District audio/visual recording equipment at any District-sponsored event or activity are to be distributed early enough that members of the audience who wish to record the event make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the District Administrator.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9160/page 3 of 3

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"Upon request to the District Office, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."

29 CFR Part 35

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

34 C.F.R. Part 104

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

© **NEOLA 2013**

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9190/page 1 of 1

CHARGES FOR INDUSTRIAL/TECHNICAL PROJECTS

It is the policy of the Board of Education to approve school sponsorship of functional occupational projects as part of the shop instruction related to the occupations being taught by the District school(s).

Functional projects may be accepted by the teacher with the approval of the building principal.

Careful consideration shall be given to each project to ensure that the service rendered does not constitute students' labor exploitation and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9210/page 1 of 1

PARENT ORGANIZATIONS

The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the District Administrator as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 District Support Organizations.

© **NEOLA 2014**

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9250/page 1 of 2

RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. parent-teacher conferences to permit two-way communication between home and school
- B. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis

Each school in the District shall hold an open house at least annually.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9250/page 2 of 2

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's intentional in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences, meetings, and workshops set up for the exchange of information of the child's progress in school.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9270/page 1 of 2

HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

The Board of Education encourages the enrollment of all school-age children residing in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than 2 courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9270/page 2 of 2

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

118.145(4), Wis. Stats.

118.1330 Wis. Stats.

118.53, Wis. Stats.

© **NEOLA 2015**

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9500/page 1 of 1

RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and with institutions and organizations that provide District students with programs, training, or services not available in the District.

The District Administrator may enter into such cooperative ventures with institutions or organization for the purpose of providing programs that correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the District Administrator shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

The District Administrator shall maintain liaison with the administration of all schools enrolling significant numbers of students resident in this School District to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District and benefiting, in whole or in part, eligible students attending private or parochial school.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9600/page 1 of 1

STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The Board of Education recognizes that the local community offers many programs and events that provide learning experiences that are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the District Administrator to cooperate with their leaders both in the use of District resources and in the communication to staff and the student body of the group's activities. Furthermore, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The District Administrator shall develop administrative guidelines that will better ensure:

- A. community activities and events that are related to District Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments;
- B. school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community that appeal to the same audience.

policy

BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA

RELATIONS
9700/page 1 of 6

RELATIONS WITH ~~SPECIAL INTEREST~~NON-SCHOOL AFFILITATED GROUPS

~~Any request from civic institutions, charitable organizations, or special interest groups which involving patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.~~

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, shall not be construed as an endorsement of any cause or group by this Board.

A. **Political/Commercial InterestsMaterials or Activities**

All materials or activities proposed by outside ~~political or commercial sources~~ organizations for student or staff use or participation shall be reviewed by the principal on the basis of ~~their~~ the proposed activities or materials educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment that contain commercial messages, providing the content of such messages are in a manner of presentation have been approved by the District Administrator and are in compliance with the District's administrative guidelines.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700/page 2 of 6

Outside speakers representing commercial organizations are welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational ~~aims~~ interests of the District's stuents.

B. Contests/Exhibits

The Board recognizes that contests, exhibits may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District;
5. cause the participants to leave the School District.

All contests and exhibits may take place if:

- a. There is compliance with Board's Policy 2340 - Field and Other District-Sponsored Trips;
- b. The District Administrator has granted special permission;
- b. the parents of a minor student have granted their permission.

policy

BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA

RELATIONS
9700/page 3 of 6

C. **Distribution/Posting of Literature**

~~No outside Non-school affiliated organizations organization or staff member or student representing an outside organization No outside organization or staff member or student representing an outside organization~~ may distribute or post literature on that organization's behalf on District property either during or after school hours only with advance permission of the principal. ~~without the permission and prior review of the principal.~~

- () Staff or students may be permitted to distribute literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.

The Board requires that any materials distributed for non-school-related activities contain the statement: "This activity is neither endorsed nor supported by the School District of Manawa".

D. **Solicitation of Funds**

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

E. **Prizes/Scholarships/Other Awards**

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in the District.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700/page 4 of 6

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700/page 5 of 6

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available.

In accepting the offer of such scholarships or prizes, the Board directs that no information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

The District will periodically review their procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

policy

BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA

RELATIONS
9700/page 6 of 6

F. **Surveys and Questionnaires**

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Surveys, Analyses, Evaluation.~~Neither District-related nor nondistrict related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the District Administrator. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released. No minor student shall be required to participate in a survey unless written consent is given by the student's parents. (See Policy 2416 - Surveys, Analyses, Evaluations.)~~

118.125, Wis. Stats.

© NEOLA ~~2012~~2015

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700.01/page 1 of 5

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 of Education 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);

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700.01/page 2 of 5

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.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for ~~any commercial advertising or otherwise~~ promoting the interests of any ~~commercial, political, nonprofit or other~~ non-school agency or organization, public or private, without the approval of the Board or its designee.

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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700.01/page 3 of 5

- 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.~~No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot.~~
- 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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700.01/page 4 of 5

- 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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9700.01/page 5 of 5

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

Accounting

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

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9800/page 1 of 2

HIGH SCHOOL DIPLOMAS TO VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board may also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

If the veteran is deceased and satisfied criteria B. through D. above, the Board may award a diploma posthumously and present that diploma to a surviving relative of the veteran.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9800/page 2 of 2

The application for a veteran's diploma is available at the Office of the District Administrator.

45.001(5), Wis. Stats
120.13(37), Wis. Stats

© **NEOLA 2010**

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF MANAWA**

RELATIONS
9800.01/page 1 of 1

VETERANS AS CLASSROOM VOLUNTEERS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of Public Instruction presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

- A. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.
- B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.
- C. The veteran is not an employee of the School District during the term in which the volunteer service takes place.
- D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Public Instruction a form signed by the school principal or the District Administrator verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

45.09, Wis. Stats.

© **NEOLA 2008**