



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Wednesday, May 1, 2024
6:45 P.M.

Board of Education Committee Members:
Reierson (C), Emmert, Coyle

❖ **CALL TO ORDER**

❖ **ROLL CALL** - *Verification of Quorum*

➤ *B.O.E. Members Present:*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Exploration of District/Business Office Position(s) pay structure
 - a. Discussion regarding Hourly vs. Salary
2. Summer School Coordinator
 - a. Discussion regarding the summer of 2025
3. Athletic Department and Coaching
 - a. Discussion
 - i. Update cadence and document review for Fall, Winter, & Spring groups
 1. Review Job Description examples (multiple levels HS/MS)
 - ii. Board Guidance - philosophy around athletics and high-quality coaching
4. Policies / Administrative Guideline Updates per B.O.E.
NEOLA Volume 33 - 1 Administrative Guidelines
 - a. AG 8330 - Student Records
 - b. AG 8390 - Animals in the Classroom
 - c. AG 8420 - Emergency Procedures

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

**Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting.



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- d. AG 8420A - Severe Weather and Tornadoes
- e. PO 5540 - The Schools and Governmental Agencies
- f. PO 2416 - Student Privacy and Parental Access to Information
 - i. Board Member question regarding opt out/opt in and compliance with (20 U.S.C. 1232h)
- g. PO 9130 Public Requests, Suggestions, or Complaints -
 - i. Tabled from the previous meeting, discussion on how general review of curriculum and/or materials is to be handled, not just complaints.
 - ii. AG 9130A Procedures for Inspection of Instructional Materials

❖ FUTURE MEETING AGENDA ITEMS



❖ ADJOURN

UPCOMING MEETING(S):

- Regular **Board of Education** - Next meeting is May 20, 2024.
- **Buildings, Grounds and Finance Committee** Next meeting is May 6, 2024.
- **Curriculum Committee** Meetings take place the 1st Wednesday every month.
- **Policy & Human Resource Committee** Meetings take place the 1st Wednesday every month.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

SCHOOL DISTRICT OF MANAWA SUMMER SCHOOL AGREEMENT

To: _____ Date: _____

The Board of Education has authorized the following co-curricular agreement for the 20__-20__ Summer School program:

<u>POSITION</u>	<u>STIPEND</u>
Summer School Coordinator	\$2,500.00

If you accept this appointment, please **SIGN AND RETURN BOTH COPIES** to the District Office by **January 31, 202_**. If you have any questions regarding the above, please feel free to come and discuss them with me.

I agree and accept the appointment as noted above.

(Signatures)

Coordinator Date

District Administrator Date



Students choosing to excel; realizing their strengths.

Manawa Little Wolf High School has an immediate opening for the Head Coach of the Varsity Wrestling program (One-year/Non-recurring). The successful candidate will have the opportunity to have input into the appointments of assistant wrestling coaching staff. The wrestling team competes in the Central Wisconsin Conference <http://www.centralwisconsinconference.org/g5-bin/client.cgi?G5genie=439>

and is a member of the Wisconsin Interscholastic Athletic Association. Manawa Little Wolf High School takes pride in student athletic participation and the development of a high level of performance, accountability and responsibility in the classroom and on the playing fields.

HEAD VARSITY WRESTLING COACH JOB DESCRIPTION:

The Head Coach is responsible for all aspects of the wrestling program. The coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity and character development. Qualified candidates should possess strong communication and organizational skills. They must demonstrate exceptional knowledge of the skills and strategies of the sport of wrestling as it pertains to interscholastic athletics in Wisconsin.

Essential Responsibilities:

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the wrestling program and lead and supervise, the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for wrestling. Execute such programs during the off-season within the parameters of WIAA regulations.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the wrestling program. Become actively involved with the college recruiting process for team members as applicable.
- Make recommendations to the athletic director and principal in the hiring and/or retention of assistant coaches. Direct, supervise, and evaluate regularly the performance of all assistant coaches.
- Demonstrate a strong knowledge of WIAA.
- Promote the program within the school and community.
- Work cooperatively with other Little Wolf High School head athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the athletic director in the preparation of schedules for the team.
- Recommend to the athletic director the type and amount of equipment and supplies needed to conduct the wrestling program. Provide for the inventory and care of equipment.
- Insure that all athletes have valid medical examinations and ImPact Tests before they are allowed to practice.

- Assist the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the WIAA.
- Recommend to the athletic director those students who qualify for a varsity letter or junior varsity/freshman certificate.
- Engage with the Manawa Athletic Booster Club and parents of the members of the wrestling program in a positive and constructive manner.
- Develop a relationship with the Manawa Youth Wrestling program and establish a presence with youth wrestling via summer camps, coaching clinics and the winter program.
- Embrace and support the mission of Manawa Little Wolf High School.
- Interact and communicate effectively with parents.
- Communicate contest results to local media outlets.
- Complete and turn in to the building office a classroom inventory.
- Attend all meetings and professional development scheduled by the athletic director.
- Report injuries within the scope of employment in writing to the business manager immediately. The district carries worker's compensation insurance for employees, including coaches.
- Comply with all policies, handbooks, operating procedures, and school requirements.
- Perform other duties related to the position of head athletic coach as requested by the high school principal and/or athletic director.

Qualifications:

- Education: Bachelor's Degree or Associate's Degree preferred; teaching experience preferred.
- Certification: WIAA Coaching Certification or Teacher Licensure required; CPR and First Aid Certified required.
- Experience: Previous high school or college coaching is preferred. Previous high school head coaching experience preferred.
- Supervised by: The athletic director and high school principal and evaluated by the high school principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Please submit an application on WECAN at: <https://services.education.wisc.edu/wecan/>

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.

ASSISTANT VARSITY SOFTBALL COACH JOB DESCRIPTION:

The ASSISTANT Coach is responsible for all aspects of the softball program. The coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity and character development. Qualified candidates should possess strong communication and organizational skills. They must demonstrate exceptional knowledge of the skills and strategies of the sport of softball as it pertains to interscholastic athletics in Wisconsin.

Essential Responsibilities:

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the softball program and lead and supervise the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for softball. Execute such programs during the off-season within the parameters of WIAA regulations.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the softball program. Become actively involved with the college recruiting process for team members as applicable.
- Make recommendations to the athletic director and principal in the hiring and/or retention of assistant coaches. Direct, supervise, and evaluate regularly the performance of all assistant coaches.
- Demonstrate a strong knowledge of the WIAA.
- Promote the program within the school and community.
- Work cooperatively with other Little Wolf High School ASSISTANT athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the athletic director in the preparation of schedules for the team.
- Recommend to the athletic director the type and amount of equipment and supplies needed to conduct the softball program. Provide for the inventory and care of equipment.
- Ensure that all athletes have valid medical examinations and ImPact Tests before they are allowed to participate in full contact practices.
- Assist the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the WIAA.
- Recommend to the athletic director those students who qualify for a varsity letter or junior varsity/freshman certificate.
- Engage with the Manawa Athletic Booster Club and parents of the members of the softball program in a positive and constructive manner.
- Develop a relationship with the Manawa Youth Sports program and establish a presence with youth softball via summer camps, coaching clinics.
- Embrace and support the mission of Manawa Little Wolf High School.
- Assist with the upkeep and preparation of the field on game days as needed.
- Perform other duties related to the position of ASSISTANT athletic coach as requested by the high school principal and/or athletic director.

Qualifications:

- Education: Bachelor's Degree and teaching experience preferred.
- Certification: WIAA Coaching Certification or Teacher Licensure required; CPR and First Aid Certified required. (Must either possess the certification or participate in the necessary training to secure the certificates.)
- Experience: Previous high school or college coaching is required. Previous high school ASSISTANT coaching experience preferred.
- Supervised by: The athletic director and high school principal and evaluated by the high school principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Submit an application, resume and 3 current letters of recommendation through the WECAN website: <https://services.education.wisc.edu/wecan/>

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Students choosing to excel; realizing their strengths.

Manawa Little Wolf High School has an opening for the Coach of the 7th and 8th Grade Boys Basketball program (One-year/Non-recurring). The basketball team competes in the Central Wisconsin Conference <http://www.centralwisconsinconference.org/g5-bin/client.cgi?G5genie=439> and is a member of the Wisconsin Interscholastic Athletic Association. Manawa Middle School takes pride in student athletic participation and the development of a high level of performance, accountability, and responsibility in the classroom and on the playing fields.

COACH: 7th - 8th GRADE BOYS BASKETBALL COACH JOB DESCRIPTION:

The Coach is responsible for all aspects of the basketball program. The coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity, and character development. Qualified candidates should possess strong communication and organizational skills. They must demonstrate exceptional knowledge of the skills and strategies of the sport of basketball as it pertains to interscholastic athletics in Wisconsin.

Essential Responsibilities:

- Fosters positive, healthy relationships with students.
- Understands the developmentally appropriate strategies to address the social-emotional learning needs of the middle-level learner.
- Utilizes positive reinforcement to refine skills and build a healthy coach-player relationship.
- Builds trust with team members, coaches, and parents, bolstering student self-image.
- Demonstrates sincere interest in the lives of the student-athletes, and is available and engaged.
- Fosters among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the basketball program.
- Direct the training, conditioning, and performance of the basketball program and lead and supervise the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for basketball. Execute such programs during the off-season within the parameters of WIAA regulations.
- Demonstrate strong knowledge of WIAA.
- Promote the program within the school and community.
- Work cooperatively with other Little Wolf High School head athletic coaches in order to operate a well-balanced athletic program.
- Collaborate with the head coach in the preparation of schedules for the team.
- Recommend to the head coach the type and amount of equipment and supplies needed to conduct the basketball program. Provide for the inventory and care of equipment.

- Ensure that all athletes have valid medical examinations and ImPact Tests before they are allowed to practice.
- Assist the head coach to ensure that lists of all players eligible for athletic contests are prepared and maintained under the rules of the WIAA.
- Engage with the Manawa Athletic Booster Club and parents of the members of the basketball program in a positive and constructive manner.
- Develop a relationship with and establish a presence with youth basketball via summer camps, coaching clinics, and the fall program.
- Embrace and support the mission of Manawa Middle and High School.
- Interact and communicate effectively with parents.
- Communicate contest results to local media outlets.
- Complete and turn into the Athletic Director an accurate inventory of the program including uniforms.
- Attend all meetings and professional development scheduled by the Athletic Director.
- Report injuries within the scope of employment in writing to the business manager immediately. The district carries worker's compensation insurance for employees, including coaches.
- Comply with all policies, handbooks, operating procedures, and school requirements.
- Perform other duties related to the position of the athletic coach as requested by the high school principal and/or athletic director.

Qualifications:

- Education: Bachelor's Degree or Associate's Degree preferred; teaching experience preferred.
- Certification: WIAA Coaching Certification or Teacher Licensure required; CPR and First Aid Certified required.
- Experience: Previous middle, high school, or college coaching is preferred.
- Supervised by: The athletic director and high school principal and evaluated by the high school principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.

VOLLEYBALL COACH - 7-8th Grade

JOB DESCRIPTION

Manawa Little Wolf High School Volleyball program consists of a varsity, junior varsity team, a junior varsity 2 team, and a 7-8 middle school program. The volleyball team competes in the Central Wisconsin Conference <http://www.centralwisconsinconference.org/g5-bin/client.cgi?G5genie=439> and is a member of the Wisconsin Interscholastic Athletic Association. Manawa Little Wolf High School takes pride in student athletic participation and the development of a high level of performance, accountability, and responsibility in the classroom and on the playing fields.

The Coach is responsible for all aspects of the volleyball program. The coach must demonstrate strong leadership in player and staff development, sportsmanship, integrity and character development. Qualified candidates should possess strong communication and organizational skills. They must demonstrate exceptional knowledge of the skills and strategies of the sport of volleyball as it pertains to interscholastic athletics in Wisconsin.

Essential Responsibilities:

- Foster among the participants and spectators an appreciation of the values of athletics, a desire to perform at the highest level, an attitude of good sportsmanship, and a sense of pride in self, team, school, and community.
- Direct the training, conditioning, and performance of the volleyball program and lead and supervise, the assistant coaches in their efforts with teams assigned to them.
- Demonstrate current knowledge of strength and conditioning programs for volleyball. Execute such programs during the off-season within the parameters of WIAA regulations.
- Emphasize the importance of academic excellence and assist in monitoring and maintaining high academic standards for members of the volleyball program. Become actively involved with the college recruiting process for team members as applicable.
- Make recommendations to the athletic director and principal in the hiring and/or retention of assistant coaches. Direct, supervise, and evaluate regularly the performance of all assistant coaches.
- Demonstrate strong knowledge of WIAA.
- Promote the program within the school and community.
- Work cooperatively with other Little Wolf High School volleyball coaches in order to operate a well-balanced athletic program.
- Collaborate with the athletic director in the preparation of schedules for the team.
- Recommend to the athletic director the type and amount of equipment and supplies needed to conduct the volleyball program. Provide for the inventory and care of equipment.
- Ensure that all athletes have valid medical examinations and ImPact Tests before they are allowed to practice.
- Assist the athletic director to ensure that lists of all players eligible for athletic contests are prepared and maintained under rules of the WIAA.

- Engage with the Manawa Athletic Booster Club and parents of the members of the volleyball program in a positive and constructive manner.
- Develop a relationship with the Manawa Youth Sports Association program and establish a presence with youth volleyball via summer camps, and coaching clinics.
- Embrace and support the mission of Manawa Little Wolf High School and the Athletic Program.
- Perform other duties related to the position of the assistant athletic coach as requested by the head volleyball coach, high school principal and/or athletic director.

Qualifications:

- Education: Bachelor's Degree or Associate's Degree preferred; teaching experience preferred.
- Certification: WIAA Coaching Certification or Teacher Licensure required; CPR and First Aid Certified required.
- Experience: Previous high school or college coaching is preferred.
- Supervised by: The athletic director and high school principal and evaluated by the high school principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

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Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of STUDENT RECORDS
Code	ag8330
Status	Proposed to Policy & Human Resources Committee
Adopted	July 22, 2019
Last Revised	April 25, 2022

8330 - **STUDENT RECORDS**

Student records shall be maintained in accordance with Board Policy 8330 - Student Records and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. The Board of Education shall collect, maintain, and use only information necessary for legally mandated functions.

~~Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents and other materials that are: 1) directly related to a student; and 2) maintained by Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.~~

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent(s) or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Definitions

- A. "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics.
- B. "Student records" include all records relating to an individual student, regardless of format, other than: 1) notes or records maintained for personal use by teachers or other personnel required to hold certification by the Department, provided those notes or records are not available to others; 2) records necessary for and available only to persons involved in the psychological treatment of a student; and 3) law enforcement unit records. The District is required, however, to maintain the confidentiality of law enforcement unit records in the same manner as a law enforcement agency is required to treat the records of juveniles under Section 938.396(1) to (1x) and (5). The terms "Education Record" and "Pupil Record" are also used to refer to student records. The term "Education Record" excludes the following:
 1. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:

- a. kept in the sole possession of the maker thereof; and
- b. used only as a personal memory aid; and
- c. not accessible or revealed to any other person except a temporary substitute for the maker of the record;

For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record and does not refer to an individual who permanently succeeds the maker of the record in that position.

- 2. records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;
- 3. records relating to an individual who is employed by the Board, that:
 - a. are made and maintained in the normal course of business;
 - b. related exclusively to the individual in that individual's capacity as an employee; and
 - c. are not available for use for any other purpose;

Records, however, relating to an individual at the District who is employed as a result of the student's status as a student are education records.

- 4. records on a student who is eighteen (18) years of age or older, that are:
 - a. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the individual's professional capacity or assisting in a paraprofessional capacity; and
 - b. made, maintained, or used only in connection with the treatment of the student; and
 - c. disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;
- 5. records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);

- 6. grades on peer-graded papers before they are collected and recorded by a teacher.

- C. "Progress records" are student records that include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's attendance record, any lead screening records required under 254.162, Wis. Stats. and records of the student's extra-curricular activities.
- D. "Behavioral records" include student record other than progress records and directory data. Examples include: standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than his/her the student's immunization records, and law enforcement records.
- E. "Student physical health records" include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision, or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.
- F. "Law enforcement unit" means any individual, office, department, division, or other component of a School District that is authorized or designated by the school board to do any of the following:

- 1. Enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance, against any person other than the school district.

2. Maintain the physical security and safety of a public school.

- G. "Law enforcement unit records" means records maintained by a law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement.
- H. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: 1) has had a petition filed with the court alleging that ~~she~~the student has committed a delinquent act that would be a felony if committed by an adult; 2) has been adjudged delinquent; 3) has school attendance as a condition of ~~his/her~~the student's court dispositional order; or 4) has been found to have committed a delinquent act, at the request of or for the benefit of a criminal gang, that would be a felony if committed by an adult and has been adjudged delinquent on that basis.
- I. "Student patient records" include all those records relating to a student's physical health except those included in the "student physical health records" definition above.
- J. "Directory data" includes references to "directory information" in the context of the Family Educational Rights and Privacy Act (FERPA) and Wisconsin law. "Directory ~~Information~~Data" includes those student records ~~which identify a student's~~as identified in Policy 8330 - Student Records.

1. ~~name;~~
2. ~~participation in officially recognized activities and sports;~~
3. ~~height and weight if a member of an athletic team;~~
4. ~~date of graduation;~~
5. ~~photographs;~~
6. ~~degrees or awards received.~~

~~Directory information may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

- K. "Law enforcement officers' records" includes those records and other information obtained from a law enforcement agency relating to: 1) the use, possession, or distribution of alcohol or a controlled substance by a student enrolled in the District; 2) the illegal possession of a dangerous weapon by a child; 3) an act for which a District student was taken into custody based on the law enforcement officer's belief that the student violated or was violating certain specified laws; and 4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent of any minor student named in the records shall be notified on the information.
- L. "Eligible student" means a student who is no longer a minor due to having reached the age of eighteen (18). Also referred to as an adult student.

~~The term, Education Records, does not include:~~

- A. ~~Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are:~~
1. ~~Kept in the sole possession of the maker thereof; and~~
 2. ~~Used only as a personal memory aid; and~~
 3. ~~Not accessible or revealed to any other person except a temporary substitute for the maker of the record;~~

~~For the purpose of this definition, a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.~~

- ~~B. Records maintained by a law enforcement unit (e.g., School Resource Officer) of the School District that were created by that law enforcement unit for the purpose of law enforcement;~~
- ~~C. Records relating to an individual who is employed by the Board, that:

 - ~~1. Are made and maintained in the normal course of business;~~
 - ~~2. Relate exclusively to the individual in that individual's capacity as an employee; and~~
 - ~~3. Are not available for use for any other purpose;~~~~

~~Records, however, relating to an individual at the District who is employed as a result of his/her status as a student are education records.~~

- ~~D. records on a student who is eighteen (18) years of age or older, that are:

 - ~~1. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity; and~~
 - ~~2. Made, maintained, or used only in connection with the treatment of the student; and~~
 - ~~3. Disclosed only to individuals providing the treatment (except, that the records can be personally reviewed by a physician or other appropriate professional of the student's choice). For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the educational agency or institution;~~~~
- ~~E. Records created or received by the Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student (e.g. information pertaining to the accomplishments of alumni);~~
- ~~F. Grades on peer graded papers before they are collected and recorded by a teacher.~~

The District maintains or may establish video surveillance for security reasons at various areas around its facilities and on its buses. Video and/or audio recordings that capture students may constitute a student record, under certain circumstances. This is generally where the record is maintained to document student conduct or misconduct unless it is maintained for law enforcement purposes as described above. Generally, video taken of athletic events or other student performances that are open to the public will not be considered student records. The District Administrator or designee will determine whether the video constitutes a student record prior to the release of any video surveillance containing students, other than to authorized individuals.

The student's school record shall be retained consistent with Policy 8310 - Public Records.

Responsibility

The Principal is responsible for maintaining the confidentiality of directory ~~information~~ data if the parents or eligible student have so requested, and other personally identifiable information in the education records and may delegate certain responsibilities to office staff. The Principal is responsible for the implementation of this Board's policies and procedures regarding confidentiality, including informing all personnel in this District who collect, maintain, use, or otherwise have access to student records of this Board's policies and procedures on confidentiality.

The District's Records Custodian (DRC) shall prepare an annual notice to parents/eligible students that informs them of their rights to:

- A. Inspect and review the student's education records;
- B. Request an amendment to the records if the parent or eligible student believes the information to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- C. Limit the disclosure of personally-identifiable information defined as directory ~~information~~ data within Policy 8330 - Student Records or to such other disclosures not required by law;
- D. Request a hearing if the Board refuses to amend records believed by the parent or eligible student to be misleading or inaccurate and to file a complaint with the United States Department of Education if the parent/eligible student is dissatisfied with the results of the hearing;

- E. Obtain a copy of the Board's policy on student records.

The notice may be in the form of a section of the local newspaper, District's newsletter, and/or the student handbooks.

Ongoing Maintenance of Records

A. Public Listing of Authorized Employees

1. Each Principal shall maintain a current listing of those employees and other persons, approved by the DRC, authorized to access personally-identifiable information housed at the location specified.
2. Each Principal shall post and maintain the listing for public inspection at ~~his/her~~ their respective ~~locations~~ school.

B. Types and Location of Records

1. The DRC shall prepare a listing of the types and locations of records collected, maintained, or used by the District, and the name of the COR at each location.

The list shall be provided to parents/eligible students upon request.

2. Education records shall be stored in secured facilities and/or equipment, and shall be available only to those specified in policy or these guidelines. Reasonable and appropriate methods (including but not limited to physical and/or technological access controls) shall be utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest. The Principal is directed to utilize reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

C. Consent to Disclose Information

1. Whenever there is a request for a copy of information from a student's record, the Principal shall obtain written and dated consent, prior to the disclosure of records, from parents/eligible students, which includes:
 - a. The records that may be disclosed;
 - b. The purpose for which the disclosure may be made;
 - c. The party or class of parties to whom the disclosure may be made;

An adult student's parents are entitled to access the adult student's records, provided the adult student is considered a dependent under Section 152 of the Internal Revenue Code and provided that the adult student has not stated in writing on file with the District that ~~his/her~~ the student's parents are not allowed access to any records containing personally identifiable information.

2. Prior consent will not be needed if:
 - a. The disclosure is to school officials, including teachers, who have a legitimate educational interest (as defined by Board policy) in the information;

In order for a contractor, consultant, volunteer, or other party to whom the Board has outsourced institutional services or functions to be considered a school official, the outside party must:

1. Perform an institutional service or function for which the Board would otherwise use employees;
 2. Be under the direct control of the Board with respect to the use and maintenance of education records; and
 3. Be subject to applicable provisions governing the use and re-disclosure of personally identifiable information from education records;
- b. The disclosure is to another school, School District, or postsecondary institution, as stated in Board policy;

- c. The disclosure is, subject to the conditions set forth in applicable Federal and/or State statutes and/or regulations, to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the United States Secretary of Education, or State and local educational authorities;
- d. The disclosure is in connection with a student's application for or receipt of financial aid; (See section below entitled: "Disclosure for Student Financial Aid");
- e. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction;

Disclosures pursuant to this paragraph are limited to circumstances when the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information; the information is destroyed when no longer needed for the purposes for which the study was conducted; and the Board enters into a written agreement with the organization that contains all the content required by applicable Federal regulations.

This written agreement will include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

- f. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or state supported education program, or to enforce or comply with Federal requirements relating to those programs;

A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Pursuant to the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

- g. The disclosure is to accrediting organizations to carry out their accrediting functions;
- h. The disclosure is to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986;
- i. The disclosure is to comply with a judicial order or lawfully issued subpoena as provided for in Policy 8325 - Receipt of Legal Documents by District Employees, to comply with Wisconsin disclosure requirements;

~~Disclosures permitted by this paragraph may only occur after the Board makes a reasonable effort to notify the parent or eligible student of the order or subpoena, so the parent or eligible student may seek protective action, unless the disclosure is authorized by applicable Federal regulations. The Board need not notify the parent when the parent is a party to a court proceeding involving child abuse and neglect (as defined in Section 3 of the Child Abuse Prevention and Treatment Act) or dependency matters, and the order is issued in the context of that proceeding. Additionally, if the Board initiates legal action against a parent or student, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to proceed with the legal action as plaintiff. Likewise, if a parent or student initiates legal action against the Board, the Board may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the Board to defend itself.~~

- j. The disclosure is in connection with an emergency; (See section below entitled: "Emergency Release");
- k. The disclosure is information the Board has designated as "directory information data";
- l. The disclosure is to the parent of a student who is not an eligible student, or to the student;
- m. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the Board pursuant to that law and its implementing regulations;
- n. The disclosure concerns the juvenile justice system and its ability to serve, prior to adjudication, the student whose records are released, providing the officials to whom the records are released certify, in writing, to the District that the information will not be released to a third party, except as provided by State law, without the prior written consent of the parents;
- o. The disclosure is to an agency caseworker or other representative of a state or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties;

The agency or organization may release the education records and personally identifiable information to an individual or entity engaged in addressing the student's education needs and authorized by the agency or organization to receive such disclosure and such disclosure is consistent with state or tribal laws applicable to protecting the confidentiality of a student's education records.
- p. The disclosure is authorized by other sections of Family Education Rights and Privacy Act (FERPA).

- 3. De-identified Records and Information – The District may release education records without prior consent if all personally identifiable information has been removed provided the administration (i.e., the DRO and COR) have made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.
- 4. No person shall release to a parent of a student who is not the custodial parent or any other person any information about the school to which the student has transferred or that would enable the parent who is not the custodial parent to locate the student if the school to which the student has transferred informs this District that the student is under the care of a shelter for victims of domestic violence.

Parents: Disclosure, Inspection, Review of Records

The Principal shall permit parents/eligible students, upon request, to retrieve information from and to inspect and review, records that are maintained by the District that relate to the student's education. The following conditions shall apply:

- A. At times, agencies or individuals outside the District provide the District with information necessary and relevant to the student's education. Psychological or medical information should be provided to a parent in the presence of an appropriately-licensed professional who can properly explain the information. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.

- B. If any education record includes information on more than one (1) student, the parents/eligible student shall have the right to review and inspect only the part of the record that relates to the student, or to be informed of that specific information.
- C. The request for access to records must be honored within a reasonable period, but in no case later than forty-five (45) calendar days from receipt of the request. Requests to inspect and review education records that are collected, maintained or used by the District with respect to students with disabilities must be honored without unnecessary delay, and before any meeting regarding an individualized educational program (IEP), hearing relating to the identification, evaluation, or placement of the student, or resolution session, and in no case more than forty-five (45) calendar days after the request was made.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent that:
1. Specifies the records that may be disclosed;
 2. States the purpose of disclosure;
 3. Identifies the party or class of parties to whom the disclosure may be made.
- E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law.
- If the parents/eligible students request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible students are to complete the Board's Request for Information Form 8330 F5 prior to receiving copies of any record.
- The Principal shall arrange a mutually-agreeable time for the review with the parents/eligible students.
- G. Subject to the limitations within the law, policy, and/or guidelines, the Principal shall provide parents/eligible students with copies of any information in the student's education records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible students from exercising the right to inspect and review the records.
- H. If the parents/eligible students request disclosure of specific information by telephone, the Principal shall not disclose requested information.
- I. The District shall not destroy any education record if there is an outstanding request to inspect and review the record.
- J. Parents/Eligible students who have provided the District with signed security and release documents may access the confidential attendance and academic record information about their student through the Internet. Neither the District nor its employees will be held responsible for any privacy violation by the parent/eligible student or any unauthorized party.

Confidentiality

- A. Access to Student Progress and Behavior Records** - All student progress and behavioral records maintained by the School District shall be confidential with access limited to the conditions below:
1. Upon request, an eligible student or the parent of a minor student shall be shown and provided with a copy of the student's progress records.
 2. Upon request, an eligible student or the parent of a minor student shall be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records.
 3. The judge of any court of Wisconsin or of the United States shall, upon request, be provided with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent or eligible student of the order in advance of compliance therewith, except as otherwise provided by law.

4. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "School Official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing ~~his/her~~ the official's tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill ~~his/her~~ the official's professional or District responsibility.
 - a. If law enforcement officers' record information obtained by the District relates to a District student, the information shall be disclosed only to those employees who are required by the DPI to hold a license and to other school officials who have been determined by the Board to have a legitimate educational interest, including safety interest, in the information. It shall also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
 - b. Court order records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.
5. Upon the written permission of an eligible student or parent of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of ~~his/her~~ the student's behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the eligible student or by the parent of a minor student in the written permission form.
6. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action and only after the moving party has made a showing to the court that the records are likely to yield such information that could not be otherwise obtained. The court may turn the records or parts thereof over to parties in the action or their attorneys if the court determines that the records or parts thereof are relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or eligible student of the subpoena in advance of disclosure except as otherwise provided by law.
7. Information required by law may be provided to the DPI or any public officer. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a Federal or State-supported program or that is required to determine compliance with State law provisions.
8. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the Individualized Education Program (IEP) Team in accordance with State and Federal law.
9. The district board of the technical college in which the school is located, the Department of Health Services, the Department of Workforce Development, or a county department verifying eligibility for public assistance shall, upon request, be provided with the names of students who have withdrawn from the school prior to graduation.
10. Information from a student's immunization record shall be made available to State and local health officials to carry out immunization requirements.
11. Personally identifiable information from the student records of an eligible student may be disclosed to the parent of the eligible student without the written consent of the eligible student if the eligible student is a dependent of ~~his/her~~ their parent for tax purposes (under the Federal Internal Revenue Code, 26 U.S.C. 152). This may be done unless the eligible student has informed the school, in writing, that the information may not be disclosed.

Personally identifiable information includes a biometric record, which means a "record of one or more measurable behavioral or biological characteristics" that can be used to identify a student. (e.g., fingerprints, retinal scans, voiceprints, DNA sequence, and handwriting).

12. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent.
13. The District shall provide to the court, in response to a court order, the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipal court is located.
14. Annually, on or before August 15th, the District shall report to the appropriate community services boards established under ~~Sections~~ 51.42 and 51.437, Wis. Stats., the names of students who reside in the District, who are sixteen (16) years of age or older, who are not expected to be enrolled in an educational program two (2) years from the date of the report and who may require services under ~~Sections~~ 51.42 or 51.437, Wis. Stats. (community mental health, development disabilities, alcoholism, and drug abuse).
15. If school attendance is a condition of a student's dispositional order under ~~Section~~ 48.355(2)(b)7 or 938.358(2), , Wis. Stats., the Board shall notify the county department that is responsible for supervising the student within five (5) days after any violation of the condition by the student.
16. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent shall be notified of that disclosure as soon as practicable after the disclosure.
17. A fire investigator shall be provided with a copy of a student's attendance record if the fire investigator certifies in writing that the student is under investigation for arson, that the attendance record is necessary for the investigation and that the records will be used and further disclosed only for the purpose of pursuing the investigation.
18. The District shall provide student disciplinary records necessary for purposes of student enrollment in another public or private school district in this State or any other as permitted by law. These records may include:
 - a. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the students;
 - b. A written explanation of the reasons for the expulsion or pending disciplinary proceedings;
 - c. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.
19. The District may disclose student records to appropriate parties, e.g. law enforcement officials, or health care workers, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
20. The District may disclose personally identifiable information from an education record to appropriate parties, including parents of eligible students, in connection with an emergency if necessary to protect the health or safety of the student or other individuals. If the District determines there is an articulable and significant threat, it may disclose the information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
21. On request, a school board may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under 46.215, 46.22, or 46.23, , Wis. Stats., or a tribal organization, as defined in 25 U.S.C. 450b (L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan.
22. The disclosure is to authorized representatives of the Comptroller General, the Attorney General, the Secretary of Education, or State and local authorities, and is made for the purpose of conducting an audit or evaluation of a Federal or State-supported education program, or to enforce or comply with Federal

requirements relating to those programs. A written agreement between the parties is also required under this exception. Mandatory elements of this written agreement include: 1) designation of the receiving entity as an authorized representative; 2) specification of the information to be disclosed; 3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; 4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; 5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and 6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

23. The District has implemented physical, technical and administrative safeguards to ensure that records sent by the District to students or their parents, or both, through e-mail are not disclosed to a third party. Notwithstanding these measures, there are risks inherent in e-mail transmissions, and the District cannot guarantee the confidentiality and security of e-mail. Accordingly, the District must obtain prior written consent from any student or parent to whom student records will be sent through e-mail. (See Form 8330 F4b). In addition, any e-mail containing educational records will contain the following nondisclosure notice: Federal Rule (34 C.F.R. 99.33) prohibits a third party (e.g., Internet Service Provider) from making any further disclosure of this information unless expressly permitted by the prior consent of the parent or eligible student.

B. Access to Directory Data - Except as otherwise provided below, directory information data may be disclosed to any person after the school has: 1) notified the parent, legal guardian or guardian ad litem of the categories of information data which it has designated as directory information data with respect to each student; 2) informed such persons that they have fourteen (14) days to inform the school that all or any part of the directory information data may not be released without their prior consent; and 3) has allowed fourteen (14) days for the parents, legal guardian, or guardian ad litem of any student to inform the school, in writing, that all or any part of the directory information may not be released. At the end of this fourteen (14) day period, each student's records will be appropriately marked by the records' custodian(s) to indicate directory data items, if any, the District must receive parental permission to release. This designation will remain in effect until it is modified by the written direction of the student's parent, guardian, or guardian ad litem.

1. If the District has followed the notification procedure above, and the parent, legal guardian, or guardian ad litem does not object to the ~~direct information~~ directory data being released, the Board Clerk (or designee) may conduct a balancing test to weigh the public interest in disclosure versus the public interest in non-disclosure.
2. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information data being released, the Board Clerk (or designee) shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college board.
3. If the District has followed the notification procedure outlined above, and the parent, legal guardian, or guardian ad litem does not object to the directory information data being released, the Board Clerk (or designee) shall, upon request, provide any representative of any law enforcement agency, city attorney, district attorney, or cooperation counsel, county department under ~~Sections 46.215 or 46.22 or 46.23~~, , Wis. Stats., a court of record or municipal court with such directory information data relating to any such student enrolled in the School District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.
4. If the District has followed the notification procedure outlined above, and the parent, legal guardian or guardian ad litem does not object to the directory information being released, the Board Clerk (or designee) shall, upon request, provide any military recruiter or institution of higher education with the name, address, and telephone number of the student. (Only secondary schools are required to provide this information to military recruiters or institutions of higher education.)

C. Access to Student Patient Records - All student patient records shall remain confidential. They may be released only to persons specifically designated by State or Federal law or to other persons with the informed consent of the patient or person authorized by the patient. Student patient records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

1. The employee or agent has responsibility for the preparation or storage of patient health records.

2. Access to patient health records is necessary to comply with a requirement in Federal or State law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome--AIDS) shall be confidential and may be disclosed only with the informed **written** consent of the test subject.

D. Disclosure of Personal Information for Purposes of Marketing or Selling Information

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

The parent of a student has the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the building principal at least fifteen (15) calendar days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazine, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary and secondary schools;
4. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities;
or
6. Student recognition programs.

E. Disclosure of Educational Records to a Third-Party - The District will inform in writing any third-party to whom personally identifiable information is released that, except as otherwise permitted by State or Federal law, the party is not allowed to disclose the information to others without the written consent of the student's parents or the student, provided the student is an adult.

F. Disclosure of Library Records to Parents

See Policy ~~2416.01 Parental Access to Library Records~~ 2522 - Library Media Centers.

G. Interagency Agreement to Disclose Student Records

Pursuant to ~~Section~~ 118.125, Wis. Stats., the District has entered into an interagency agreement(s) with the entities listed below to disclose student records before adjudication for the purpose of providing services to the student. Each of the entities has certified in writing that the records will not be disclosed to any other person, except as permitted by law:

1. law enforcement agency
2. corporation counsel
3. agency, as defined in 938.78(1) (i.e., the department of corrections, a licensed child welfare agency, or a county department under ~~Secs.~~ 46.215, 46.22, or 46.23, Wis. Stats.

Maintenance of Records

- A. Except as otherwise specifically provided, all student records will be kept in one (1) file in the school building in which the student is enrolled. This file will be kept in a locked file or drawer under the control of the building principal. Law enforcement and student patient records shall be maintained separately from a student's other records.
- B. Copies of records of any student referred for a suspected disability will be maintained in the Pupil Service Office in addition to the school file. Copies of all student physical health records also will be maintained at the Pupil Services Office.
- C. Requests for access to, or copies of, student records will be referred to the building principal for action. Student records shall be released only to the extent authorized by law.
- D. A record of each request for access to and each disclosure of personally identifiable information from a student's school records shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - 1. The parent or eligible student
 - 2. A school official
 - 3. A party with written consent from the parent/guardian or eligible student
 - 4. A party seeking directory information data;
 - 5. A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed
- E. Records of students who cease to be enrolled shall be maintained as follows:
 - 1. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the student, or his/her the student's parent if the student is a minor, gives permission that the records be maintained for a longer period of time. Where such written permission is received, behavioral records will be destroyed after the time specified in the permission form or at the discretion of the District when they are of no further obvious use.
 - 2. Progress records will be kept five (5) years after the date the student graduated from or last attended the school, except a record of grades and attendance is to be kept permanently.
 - 3. Records of psychological testing or special education evaluations, including all individual reports, will be maintained for one (1) year after a student transfers out of the District. Upon written permission of an eligible student or the parent or legal guardian of a minor student, such records will be maintained for up to five (5) years.

Amendment of Records

- A. A parent or an eligible student who believes that the school records collected, maintained, or used are inaccurate, misleading, or otherwise in violation of the privacy rights of the student may request the District to amend the records. The District will decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request.
- B. If the District decides to refuse to amend the information in accordance with the request, it will inform the parent or eligible student of the refusal and advise him/her them of the right to a hearing before the Board. On request, the District shall provide an opportunity for a hearing to challenge information in school records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- C. If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent/guardian or eligible student in writing.
- D. If, as a result of the hearing, the District decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place in the records it maintains on the student, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The District shall require that any explanation placed in the records of a student be maintained by the District as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion, are disclosed by the District to any party, the explanation shall also be disclosed to that party.

Procedure for Hearing to Amend Record

The District shall provide parents/eligible students with the opportunity to amend records when they believe that any of the information regarding their student is inaccurate, misleading, or violates the student's privacy.

- A. Upon receipt of a written request to amend records, the Building Principal shall ascertain the specific information that is requested to be amended and the reason for the change.

The Building Principal shall decide whether or not to amend the record.

If the Building Principal decides not to amend, the parents/eligible students shall be so informed of the decision as well as of their rights to a hearing.

- B. If the parents/eligible students request a Records Hearing, the District Administrator shall:

1. Select the Records Hearing Officer (RHO) (who may be an official of the District who does not have a direct interest in the outcome of the hearing);
2. Direct the person selected as the RHO to arrange a hearing with the parents/eligible students within ten (10) business days from the date of the hearing request or at a mutually agreed time and place.

The RHO shall inform the parents/eligible students that they shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.

The RHO is responsible for maintaining the student's record during the appeal process so that no information is lost or destroyed during the appeal process.

- C. The RHO shall conduct the hearing by:

1. Introducing the participants;
2. Reviewing the agenda for the hearing;
3. Identifying the records in question;
4. Reviewing the items for which amendment is being requested;
5. Allowing the parents/eligible students and/or their representative to present evidence related to the issues;
6. Allowing the Board's representative to present evidence related to the issues;
7. Recording the evidence presented by both parties;
8. Allowing each party a reasonable period of time to question the evidence of the other party;
9. Adjourning the hearing.

- D. No later than ten (10) business days from the conclusion of the records hearing, the RHO shall summarize and send a copy of the findings to the District Administrator.

- E. The District Administrator, within ten (10) business days after receiving the findings of the RHO, shall make a decision, based solely upon the evidence presented at the hearing, and send to the parents/eligible students:

1. A letter stating the decision and the justification for the decision;
2. A copy of the RHO Report;

3. Copies of the amended records, if any;
 4. A notification of the right to place a statement in the record commenting on the contested information or stating why ~~s/he disagrees~~ the parents/eligible students disagree with the decision.
- F. If the Board and parents/eligible students agree to the necessary amendments, the COR shall make necessary changes in the student record and send the parents/eligible students written confirmation that the changes have been made.
- G. If as a result of the hearing, the Board decides not to amend the record, the parents/eligible students have the right to place a statement in the record commenting on the contested information in the records and/or stating they disagree with the decision of the RHO. Such a statement shall be maintained with the contested part of the records as long as the records exist and shall be disclosed as part of any record disclosure.

Emergency Release

The Principal may release any personally-identifiable information (without parent's/eligible student's consent) to appropriate parties, including parents of eligible students, in connection with a health/safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Upon receipt of a request for emergency information, the Principal shall consider the totality of the circumstances pertaining to a threat to the health or safety of others. If the Principal determines that an articulable and significant threat exists, ~~s/he~~ the Principal may release information from education records to any necessary individuals. If the Principal or another school official releases personally identifiable information pursuant to this Section, ~~s/he~~ the Principal must record in the student's education records the basis for the decision that a health or safety emergency existed.

Transfer of Records

All student records relating to a specific student shall be transferred to another school or school district no later than the next work day upon receipt of written notice from:

- A. An eligible student, or the parent/guardian of a minor student, that the student intends to enroll in the other school or School District;
- B. The other school or School District in which the student has enrolled;
- C. A court, in the event that a student has been placed in a juvenile correctional facility or secured child caring institution.

"School" or "School District" in this section includes any secured correctional facility, secured group home, adult correctional institution, mental health institution, or center for the developmentally disabled, that provide an educational program for its residents instead of or in addition to that which is provided by public and private schools.

Transfer of student records, including disciplinary records regarding suspensions and expulsions, shall not be withheld from the school for a student's failure to pay any fees, fines, or charges imposed by this District.

Disclosure For Student Financial Aid

The Principal may release, **without parents' consent**, student information regarding financial aid for which a student has applied or which a student has received, provided that personally-identifiable information from the education records of the student may be used only to:

- A. Determine the eligibility of the student for financial aid;
- B. Determine the amount of financial aid;
- C. Determine the conditions which will be imposed regarding the financial aid;
- D. Enforce the terms or conditions of the financial aid.

Disclosure For Purposes of Marketing Or Selling Information

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

purposes of this section, "personal information" means individually identifiable information including: (1) a student or parent's first and last name; (2) a home or other physical address (including street name and the name of the city or town); (3) a telephone number; or (4) a Social Security identification number.

The parent of a student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. The parent must submit a written request to the ~~building principal~~Principal at least fifteen days before the scheduled date of the activity. The instrument will be provided within ten (10) business days of the ~~principal~~Principal receiving the request. Parents will be notified at least annually at the beginning of the school year of the specific or approximate date(s) during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. College or other postsecondary education recruitment, or military recruitment;
- B. Book clubs, magazines, and programs providing access to low-cost literary products;
- C. Curriculum and instructional materials used by elementary and secondary schools;
- D. Tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. The sale by students of products or services to raise funds for school-related or education-related activities; or
- F. Student recognition programs.

Safeguarding Education Records and Responding to Data Breaches

Significant challenges exist with respect to the safeguarding of education records from unauthorized access and disclosure. These challenges include inadvertent posting of students' grades or financial information on publicly available ~~web~~ web servers; theft or loss of laptops and other portable devices that contain education records; computer hacking; and failure to retrieve education records at the termination of employment or service as a contractor, consultant or volunteer. In light of these challenges, the DRO and COR are directed to work with the District's IT Department/Staff to identify, implement and administer appropriate methods and security controls to protect education records, especially those in electronic information/data systems.

The District's IT Department/Staff is encouraged to review the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-100, "Information Security Handbook: A Guide for Managers," and NIST SP 800-53, "Recommended Security Controls for Federal Information Systems" for guidance and to use any methods or technologies they determine are reasonable to mitigate the risk of unauthorized access and disclosure taking into account the likely harm that would result. The IT Department/Staff is charged with the development of appropriate responses to data breaches and other unauthorized disclosures, and said steps should include at a minimum the following:

- A. Reporting the incident to law enforcement authorities;
- B. Determining exactly what information was compromised (e.g. names, addresses, SSNs, ID numbers, grades, etc.);
- C. Taking steps to immediately retrieve data and prevent further disclosures;
- D. Identifying all affected records and students;
- E. Determining how the incident occurred, including which school officials had control of and responsibility for the information that was compromised;
- F. Determining whether the incident occurred because of a lack of monitoring or oversight;
- G. Determining whether any Board policies and/or District procedures were violated;
- H. Conducting a risk assessment and identifying appropriate physical, technological and administrative measures to prevent similar incidents in the future; and

- I. Notify students and parents that the United States Department of Education's Office of Inspector General maintains a website describing steps students may take if they suspect they are a victim of identity theft.

While notification of students is not required in all circumstances, it shall be the DRO's responsibility to determine, in conjunction with the District Administrator, whether students and/or parents will be notified of any breaches. If the decision is made not to issue a direct notice to a parent or student upon an unauthorized disclosure of education records, the DRC or Principal shall nevertheless record the disclosure so the parent or student will become aware of it during an inspection of the student's education record.

Alleged Noncompliance with Federal Requirements

Eligible students or parents of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

Annual Public Notice

Parents and student shall be notified annually of the following: 1) their rights to inspect, review and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. This notice shall be published in the District's official newspaper within three (3) weeks of the start of the school year. It shall also be published annually in District student-parent handbooks.

For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her the student's parent at the time and place of enrollment.

It is important to annually verify the accuracy of the address for complaints regarding the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

T.C. 2/28/22

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Legal	115.812, Wis. Stats.
	118.125, Wis. Stats.
	118.127, Wis. Stats.
	118.163, Wis. Stats.
	938.396, Wis. Stats.
	34 C.F.R. Part 99
	20 U.S.C. 1232f
	20 U.S.C. 1232g
	20 U.S.C. 1232h
	20 U.S.C. 1232i
	20 U.S.C. 1400 et seq.
	20 U.S.C. 7908
	26 U.S.C. 152

Last Modified by Ryan Peterson on April 22, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES
Code	ag8390
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8390 - **USE OF ANIMALS IN THE CLASSROOM AND ON SCHOOL PREMISES**

The Board and administration support the idea that animals can provide a variety of productive learning experiences for students at almost every level. It is important, however, that the following guidelines be observed when instituting an activity or program involving the use of animals. Teachers are encouraged to contact such organizations as the Wisconsin Veterinary Association, the National Wildlife Federation, etc. regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

- A. Students are to be instructed not to bring personal pets to school at any time without the approval of the pPrincipal.
- B. Owners of pets brought onto school property are responsible for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
- C. Owners of service animals brought onto school property must comply with Policy 8390 - Animals on District Property and AG 8390 - Use of Animals in the Classroom and on School Premises.
- D. Owners of therapy dogs brought onto school property must comply with Policy 8390 - Animals on District Property.
- E. Upon the approval of the pPrincipal, it is permissible for the class to have one or more animals as classroom pets under the following conditions:
 1. the animal is not venomous or vicious
 2. no one is allergic to the particular animal
 3. proper examination/immunization has been done by a qualified veterinarian
 4. arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment
 5. arrangements have been made for the proper care of the animal when school is not in session
 6. rules have been established and understood regarding when and how the animal is to be treated by the students
- F. When animals are to be brought into the school or classroom on an ad hoc basis as part of a lesson or series of lessons, all of the conditions stated above apply, and in addition, the teacher is to ensure the proper pick-up and return of the animal.

- G. Except as set forth above and/or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time without the approval of the principal.
- H. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go. (see Policy 8390 - Animals on District Property)

I. Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County and/or local regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

Use of Service Animals

The Board shall comply with the provisions of the American with Disabilities Act (ADA), as amended, and applicable Wisconsin law regarding an individual with disability's use of a service animal.

It is imperative that representatives of the Board do not ask about the nature or extent of a person's disability; however, they may make inquiries to determine whether an animal qualifies as a service animal. While the representatives of the Board cannot ask about the individual's disability, they may ask if the animal is required because of a disability and what tasks or work the animal can perform. When the work or tasks the service animal will perform is readily apparent, the representatives of the Board should not ask.

Under no circumstances should the representatives of the Board require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

The definition of a service animal, as established by the ADA and applicable Wisconsin law is as follows:

Service animal means any dog or other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. No animal that is not properly trained may be allowed as a service animal. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

- A. The ADA has also defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.
- B. A service animal that meets the above definition shall be under the control of its handler (e.g., a student with a disability). A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
1. The service animal's trainer can help to develop a plan to assist the student with the dog (e.g., the student's aide might transfer the service dog's leash from a student's wheelchair to a tree during recess). Additionally, a younger student might need reminders from school staff about controlling the dog until s/he is comfortable handling the service animal at school.
 2. While the student is responsible for the service animal's care, including feeding and supervision, the District should develop a plan to provide the student with the necessary time to care for the animal and designate a location for the animal's toileting needs.

C. Additionally, the Board is not responsible for the care or supervision of a service animal.

Service Animal Procedures

A. A request for an individual who is not a student, staff member, or previously approved volunteer, who is a person with a disability requesting to be accompanied by a service animal while in a school, District facility, or at a District-sponsored activity or event that is not open for general public attendance (i.e. is an invited guest speaker, or invited to attend an in-school assembly, etc.) shall be handled as follows:

1. The request must be made in writing at least ten (10) school days prior to bringing the service animal to the school, facility, or activity/event. Requests shall be submitted to the ~~building principal~~ Principal.
2. If necessary to determine whether the animal qualifies as a service animal, the District may ask if the animal is required because of a disability and what work or task(s) the animal is trained to perform. However, the District shall not ask about the nature or extent of the individual's disability, and the District shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal unless the animal when present does not appear to be trained to perform tasks for an individual with a disability. Any decision to deny the use of a service animal must be reviewed with the District Administrator before communicating with the requestor.

B. Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs, or activities, or approved invitees, as relevant, are allowed to go. An individual with a disability who attends a school event will be permitted to be accompanied by ~~his/her~~ their service animal in accordance with Policy 9160 – Public Attendance at School Events.

C. A representative of the Board shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If a public entity normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by ~~his/her~~ their service animal.

D. Visitors, including parents, volunteers, vendors, and others, who will access any area of the District's facilities with their service animals shall follow the building's standard visitor registration procedures and are encouraged to notify the ~~building principal~~ Principal that their service animal will accompany them during their visit.

E. A service animal must be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). If a student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120 - Volunteers.

F. A service animal is considered the personal property of the individual requesting to be accompanied by the service animal. The individual requesting to be accompanied by the service animal is responsible for:

1. Ensuring that the service animal is licensed and up to date on vaccinations as required by State law or local ordinance; and
2. Handling, caring for, and supervising the service animal, which includes toileting, feeding, and grooming.

G. The individual requesting to be accompanied by the service animal is encouraged to provide proof of insurance against any liability for any actions, accidents, or property damage caused by the service animal. The individual requesting to be accompanied by the service animal shall remain liable for damage, harm, or injury caused by the service animal to other students, staff, visitors, or property.

H. The District shall make reasonable accommodations if the presence of an animal results in health concerns for other students. These accommodations may include assignment of the student(s) to a different classroom in the District.

Removing and/or Excluding a Service Animal

A. A service animal may be temporarily removed from District premises if:

1. The animal is out of control and the handler does not take effective action to control it;

2. The animal is not housebroken;
 3. Allowing the service animal would fundamentally alter the nature of the service, program, or activity; or
 4. The animal is a direct threat to the health or safety of others.
- B. The ~~principal~~Principal or other ~~administrator~~Administrator is responsible for determining if and when a service animal is to be temporarily removed and/or excluded from District property. The ~~principal~~Principal or ~~administrator~~Administrator shall notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.
- C. If a service animal has been removed and/or excluded from District property, the ~~administration~~Administrator shall contact the parents to address the reason(s) that the service animal was removed and to determine appropriate steps to assure that the student continues to have access to the educational program and that resolutions are reached regarding the use of the service animal.
- D. The ADA also provides that if a service animal is properly excluded from the premises, the Board shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

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Last Modified by Ryan Peterson on April 24, 2024



Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of EMERGENCY PROCEDURES
Code	ag8420
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8420 - EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students and staff. ~~At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students.~~ In the event of an actual emergency situation, all school personnel, instructional and non-instructional, will be required to remain in the building until they are dismissed by the Principal.

EVACUATION

- A. When an emergency occurs, the ~~principal~~ Principal shall when feasible consult with the District Administrator whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send students home or to a preselected site (unless identification of the preselected site creates an unsafe situation for the evacuates), attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students.

The professional and support staff members will supervise the orderly evacuation of the building.

1. If time permits, all students will go to their lockers, unlock them, take a coat if applicable, and return to class leaving lockers open.
 2. The Building Principal or designee will assign and instruct the members of his/her staff to positions that allow "free-flow" of traffic on and off school property.
 3. Administrators and guidance counselors will report to the school office for assignment.
 4. Teachers should take class rolls, including, addresses and telephone numbers of students as well as emergency information.
 5. Teachers will remain (or return) to their regular classrooms and remain with their students.
 6. Clerical personnel will remain at their regular stations except in cases of reassignment by their immediate supervisor.
 7. Cafeteria personnel will remain in their areas until notified otherwise by the main office.
- C. In case of bomb threat, the fire, police, and/or sheriff's department and the Building Principal will search the building.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

FIRE/TORNADO DRILLS

In accordance with State law, fire drills are to be conducted once each month unless inclement weather conditions prevent doing so ~~in~~ at the discretion of the individual responsible for conducting the drills. Each ~~principal~~ Principal shall prepare and distribute fire drill procedures whereby:

- A. all personnel leave the building during a drill;
- B. the plan of evacuation provides at least one (1) alternative route in case exits or stairways are blocked;
- C. teachers, when the fire alarm sounds, caution students to walk silently and briskly from the building to a specified location, close all windows and doors of the room and turn out lights, if possible, before leaving, ~~check~~. Check, to make sure any individuals with disabilities requiring assistance are being assisted properly, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for;
- D. a list is compiled of all individuals with disabilities in the building who will require assistance in exiting the building together with the assignment of a staff member or non-student volunteer in the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist an individual with disabilities when the evacuation signal is given and ~~s/he is~~ they are in another area of the building such as the gym, common space, or lunchroom.

The Principal shall document that each fire drill was conducted and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee shall maintain a record of the fire drills conducted for at least seven (7) years. The ~~principal~~ Principal shall file an annual report with the local fire department regarding such drills, stating the date and time of the drill. In the event there was any month in which no fire drill was conducted, or other required drills were conducted less than twice in a year, the report shall contain an explanation.

Tornado drills shall be conducted at least twice annually during the tornado season in accordance with AG 8420A - Severe Weather and Tornadoes.

SCHOOL SAFETY DRILLS

At least twice annually each school shall conduct a school safety drill practicing evacuation or other appropriate action in the event of a school safety incident, consistent with the school's school safety plan.

UNUSUAL SITUATIONS

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

A. Student or staff member held hostage

1. Isolate the area. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.
2. Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
3. Notify the District Administrator.
4. Develop a list of casualties, if any.

B. Intruders in building or on school property

1. Ask them to leave.
2. If they do not leave, remind them of trespassing law.
3. Notify administrator in charge and the District office.

4. Avoid any physical conflict or loud verbal altercations.

The Principal or any staff member who is involved may notify police if intruders do not leave and/or call for the assistance of other members of the staff.

C. Unauthorized demonstrators or pickets around building before school opens

1. Follow procedures for intruders.
2. Attempt to enter building peaceably.
3. Notify District office.
4. Hold students on the school buses if demonstrators seem to pose a threat.
5. Notify law enforcement officers

D. Demonstrators or pickets around building at dismissal

1. Follow procedures for intruders.
2. Notify ~~administrator~~ Administrator in charge.
3. If demonstrators seem to pose a threat, hold students in class until further notice.
4. Notify law enforcement officers.

E. Student Demonstrators (See AG 5540B)

1. Identify the leader or leaders of the group.
2. Notify the group that the ~~administration~~ Administration will confer with the leader(s) but not until all other students return to class.
3. Meet with leaders if students disperse and return to class.
4. If students refuse to disperse, remind them of truancy regulations and the consequences of school disruption.
5. With other staff, try to identify as many participants as possible and notify parents of participants asking them to come to school.
6. Attempt to take pictures and/or video recording of participants.
7. Attempt to keep nonparticipating students away from the demonstration area.
8. Follow through on disciplinary action on students refusing to cooperate.

F. Buses not operating - students in school

1. Keep all students in class.
2. Summon all unassigned professional staff members for instruction.
3. Dismiss students with their own cars (or bicycles) but follow Board policy regarding student passengers.
4. Dismiss students within walking distance after the cars have left.
5. Keep remaining students in school until parents are notified of the problem and transportation for their child arrives.
6. Alert cafeteria if it appears that large numbers of students will have to remain at school for an extended period of time.

G. Major disruptions at an assembly

1. Bring house lights to full on.
2. If those causing the disruption are too numerous to be handled by professional staff members on duty, dismiss the assembly and instruct all present to report to next period class.
3. If few in number, remove them from the assembly and take appropriate disciplinary action.
4. If those causing the disruption are outsiders, follow procedure for intruders.

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Legal 118.07(2), Wis. Stats.

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Book	Administrative Guideline Manual
Section	AGs Ready for the BOE 33-1 (and extras)
Title	Copy of SEVERE WEATHER AND TORNADOES
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8420A - SEVERE WEATHER AND TORNADOES

Throughout the year the District faces the possibility of severe weather and tornadoes. Each school is to monitor a weather-alert radio for severe weather conditions and each ~~principal~~Principal or supervisor is responsible for setting up procedures for notifying their staff and students about severe conditions and maintaining proper safety.

Tornado Watch

A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the District will continue normal activities but move recess and physical education activities indoors. Each building and department shall designate someone to be responsible for continuously monitoring the watch while students are in the building or on the premises. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

Tornado Warning

A tornado warning signals that a tornado has been sighted and may be approaching. Staff shall proceed with all students to the predesignated tornado shelter areas and remain there with the students until further notice. ~~Disabled students~~Students with disabilities who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of ~~his/her~~their designated area unless ~~his/her~~the student's parent comes to the school and requests that the student be released. A student is to be released only to ~~his/her parents~~a parent or someone authorized by a parent.

Procedures

- A. A tornado warning signal is sounded and/or an announcement on the public address system.
- B. All groups outside the building are to return to the school and go to their designated shelter area.
- C. Proceed to predetermined shelter areas.
 1. Students in wheelchairs are to remain in their chairs with the back of the chair against the interior wall.
 2. Students shall remain quiet ~~to~~and wait for instructions.
 3. Staff members shall remain alert for students who ~~evidence~~exhibit signs of stress or panic, and when necessary, move such students to an area where they will not influence other students and remain with them until the all-clear signal is given.
 4. The Principal shall give the all-clear signal and provide further directions.

D. Areas to be avoided.

1. Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
2. Interior locations that contain glass, such as doors, windows, display cases and the like.
3. Areas where doors swing. When the storm hits, the doors are likely to swing violently.
4. Corridor intersections (stay at least ten (10) feet away).
5. Any corridor which has potential to become a wind tunnel.
6. Any wall ~~which~~ that is non load-bearing.

The Principal shall document that at least twice annually, without previous warning, tornado or other hazard drills were conducted in the proper manner and submit such documentation to the District Administrator at the end of each school year.

The District Administrator or designee shall maintain a record of the annual tornado or other hazard drills conducted for at least seven (7) years.

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Legal 118.07(2)(a) Wis. Stats.

Last Modified by Ryan Peterson on April 24, 2024



Book	Policy Manual
Section	Policies Ready for the BOE, 33-1
Title	Copy of THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	March 15, 2021

5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

~~The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.~~

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or whether the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describing the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview, to the extent reasonable.

When an agency requests permission to remove a student or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request the assistance of law enforcement in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.

2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in the custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by police. A decision whether to take a student into custody is the decision of the law enforcement officer.
3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Law enforcement officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:
 - a. Request that every attempt be made to schedule questioning during a time the student is not in class.
 - b. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
 - c. Notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning unless specifically requested not to because such contact would unduly impede the investigation.
4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

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 120.13(35), Wis. Stats.

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Book	Policy Manual
Section	2000 Program
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	Active
Adopted	October 17, 2016
Last Revised	December 19, 2022

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

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

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

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

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

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

1. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or otherwise providing that information to others for that purpose.
2. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by State law.
3. Any survey that contains or reveals information concerning any of the following must be reviewed and approved by the Board at least two months prior to administration:
 - a. political affiliations or beliefs of the student or the student's parent/guardian;
 - b. mental or psychological problems of the student or the student's family;

- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom students have close family relationships;
- f. legally recognized privileged or analogous relationships such as those of lawyers, physicals and ministers;
- g. religious practices, affiliations or beliefs of the student or student's parent/guardian; or
- h. income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

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

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

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

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

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

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

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

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

The notice shall provide the following:

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

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

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

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

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Last Modified by Steve LaVallee on June 6, 2023



Book	Policy Manual
Section	9000 Relations
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Active
Adopted	April 23, 2018
Last Revised	June 26, 2023

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

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

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

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

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

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

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

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

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing a District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

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

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

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

D. Fourth Level

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

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

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one (1) individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

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

Guidelines for Matters Regarding Classroom Instructional Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 5780 - Student/Parent Rights, Policy 2414 - Human Growth and Development, and AG 9130A.

If the request, suggestion, or complaint relates to classroom instructional materials, the following procedure shall be followed:

- A. The request, suggestion, or complaint is to be addressed to the Curriculum Director/Principal, in writing, and shall include:

1. author;
2. title;

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

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

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Revised 3/15/21
Revised 6/21/21
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T.C. 6/26/23

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118.019, Wis. Stats.

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Last Modified by Tamela Moody on July 6, 2023



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

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

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

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

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

Upon receipt of the written request, the Curriculum Director will contact the person making the request within ten (10) days to schedule an appointment for the person to come to the District to review and inspect the material as per the written request. If upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and AG 9130.

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