

AGENDA
SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING

Date: February 12, 2018

Time: 4:45 p.m.

Location: Board Room
800 Beech St., Manawa

Chair: _____

Recorder: _____

Timer: _____

In Attendance:

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

1. Security, Privacy & Safety Rubric (Action)
2. Administrative Guidelines 2000's Starting at 2411 (Action)
3. Administrative Guideline 5120 – Assignment within District (Action)
4. Administrative Guideline 5410 – Promotion, Placement, and Retention (Action)
5. Policy 8510 – Wellness [Legal Update] (Action)
6. Bloodborne Pathogens Exposure Control Plan (Action)
7. Future Agenda Items / Board Committee Planning Guide (Information / Action)
8. Next Meeting Date: _____
9. Next Meeting Items:
 - a. Administrative Guidelines 3000's (Information / Action)
 - b. Update Professional Educator Handbook 2017-18 (Information / Action)
 - c. Update Support Staff Handbook 2017-18 (Information / Action)
 - d. Update Salary & Stipend Guide 2017-2018 (Information / Action)

SDM Online Educational Services

Security, Privacy, & Safety Rubric



** DRAFT **

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SDM Online Educational Services

Security, Privacy, & Safety Rubric



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About the Rubric

This document serves as a guide for evaluating the risk associated with sharing student data with an online educational services. This document has been adopted from the School District of Philadelphia process for reviewing online educational services.

Process

Teachers should initiate this process to submit an online service for review. Any online service or website must be reviewed before allowing students to create accounts. A review is also required if Personally-Identifiable Information is made available to the online service. (See below for more information about personally-identifiable information.)

1	<p>Submit help desk ticket to request online service to be reviewed. Include the following information:</p> <ul style="list-style-type: none">● Website address● Target audience● Educational purpose● Cost of online service and source of funding
2	<p>The technology director will forward the request to affected building principal(s) and curriculum director. These leaders will ensure the online service provides appropriate educational value.</p> <p>The review will only continue if online service meets the educational standards of the principal(s) and curriculum director.</p>
3	<p>Technology director will apply this rubric to evaluate the security, privacy, and safety of the online service. This will begin with a review the service terms of use and privacy policy. The vendor may need to provide additional information to clarify service features or make updates to their privacy policy to meet our standards.</p>
4	<p>The online service will be assigned a status of Green, Yellow, or Red.</p> <p>Green: Online service is allowed for all students without any restrictions or warning.</p> <p>Yellow: Online service is allowed for some students or with specific restrictions.</p> <p>Red: Online service fails to meet our security, privacy, or safety standards. Students are not permitted to use this website.</p>

SDM Online Educational Services

Security, Privacy, & Safety Rubric



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Scoring

Any element with a score below three is unacceptable for school use. Elements with a score of three should be reviewed to ensure risks are properly managed.

Points	Security	Privacy	Safety
5	Exceeds basic requirements for use in schools.	Exceeds basic requirements for use in schools.	Exceeds basic requirements for use in schools.
4	N/A – it is not possible to score 4	Meets requirements	Meets requirements
3	Meets the basic requirements for use in schools.	Meets the basic requirements for use with caution in schools.	Meets the basic requirements for use with caution in schools.
2	N/A – it is not possible to score 2	Unacceptable for use in schools.	Unacceptable for use in schools.
1	Unacceptable for use in schools.	Unacceptable for use in schools.	Unacceptable for use in schools.



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Types of Student Data

Personally-Identifiable Information (PII)

PII includes information is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Personally-identifiable information is defined by district policy to include, but is not limited to:

- Student's name
- Name of student's parents or other family members including mother's maiden name
- Address of student or student's family
- Any identifier such as a social security number, student number, or other indirect identifiers
- Biometric records
- Student's birthdate, age, location of birth
- Gender
- Other information that, alone or in combination, is linked or linkable to a specific student

Directory Information

Directory data may be released to third parties. The school board designates student directory information to include:

- Student's name
- Photograph
- Participation in officially-recognized activities and sports
- Height and/or weight, if a member of an athletic team
- Date of graduation
- Degrees and awards received

Email Address

Student email address may be shared with service provider provided it is never shared or sold to third-parties. Email address may only be used to facilitate account creation and authentication.

District Policy

You will find the specific board policy regarding student records on our district policy website under [8330 - Student Records](#).



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R1 - Data Security

Security Score

The "Data Security" section refers to the gathering, collection, storing and distribution of ALL data entered by the user and generated by the website, computer application or online service including Personally Identifiable Information (PII), session data, scores, points or any other information generated and/or collected by using the website, computer application or online service. If PII is NOT encrypted, the website, computer application or online service is unacceptable and cannot be used in schools.

Scoring

Rubric

Score	Description
5 - Exceeds requirements	Data gathered, collected, stored, and distributed in a secure manner Uses SSL throughout. OR All data is encrypted in transit
4	<i>N/A - Not possible to score a 4 in this metric.</i>
3	The data is mostly gathered, stored, and distributed in a secure manner Some data (but NOT Personally Identifiable Information) is being sent unencrypted
2	<i>N/A - Not possible to score a 2 in this metric.</i>
1 - Unacceptable	Data gathering, storage, or distribution is insecure or not encrypted in transit. Automatically "Unacceptable for use in schools."

R2 - Gathering and Use of Personally-Identifiable Information (PII)

Privacy Score

SDM Online Educational Services

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This section scores whether or not a website, computer application or online service is collecting personal student information and if it is displayed publicly. See the section titled Types of Student Data above or the district policy [8330 - Student Records](#) for more information regarding publicly-identifiable information and directory data.

It is acceptable for a website, computer application or online service to require or ask for directory information as long as it is NOT sold or shared with third parties, used for non educational purposes or is displayed publicly with an option to disable.

It is NEVER acceptable for a website, computer application or online service to require or collect any information beyond directory information including a student's education record. A website, computer application or online service requiring this information is unacceptable and cannot be used in schools. a website, computer application or online service that sells or shares student information with anyone other than the District (third party) is unacceptable and cannot be used in schools.

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Scoring

Rubric

Score	Description
5 - Exceeds requirements	<p>Does not collect personal student information beyond directory information or email address.</p> <ul style="list-style-type: none"> ● ALL Directory Information collected cannot be displayed publicly and is not sold or shared and is only used for educational purposes. ● Email address cannot be displayed publicly and is not sold or shared and is only used for educational purposes.
4	<i>N/A - Not possible to score a 4 in this metric.</i>
3	<p>Does not collect personal student information beyond Directory Information AND Sharing settings default to private</p> <ul style="list-style-type: none"> ● Directory Information can be displayed publicly ● Email address cannot be displayed publicly and is not sold or shared and is only used for educational purposes. ● Information collected is used to further the K- 12 purpose ● Information collected is not sold or shared to third parties ● Users can opt- in to share Directory Information with third parties
2	<i>N/A - Not possible to score a 2 in this metric.</i>
1- Unacceptable	<p>Collects PII and does any one of the following:</p> <ul style="list-style-type: none"> ● Requires to input personal student information beyond directory info (Education Record) as defined by FERPA. (Email address is acceptable to enable authentication.) ● Displays Directory information publicly; no option to disable ● Email address is displayed publicly or shared/sold for non-educational purposes. ● Sells or shares student info to third parties (including plug- ins) via cookies, web beacons, or other method ● Uses student info in ways unrelated to contracted service. <p>Automatically "Unacceptable for use in schools."</p>



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R3 - Privacy Policy Availability and Disclosure

Privacy Score

A website, computer application or online service's Privacy Policy must be easily available and easy to read. If you CANNOT find a website, computer application or online service's privacy policy, the website, computer application or online service is unacceptable and cannot be used in schools. The policy must also state what information is collected, why it is collected and how it is shared.

Scoring

Rubric

Score	Description
5 - Exceeds requirements	<p>The privacy policy is available in plain English and is easy to find.</p> <p>Apps: Privacy policy is available on app store page or easily found on the developer's website</p> <p>For websites, the privacy policy is available before login and is found in the site's header or footer.</p> <p>In the policy, the developer discloses in plain English what information is collected, why it's collected, and if and how it's shared.</p> <p>The disclosure is up front in the privacy policy and easy to find.</p>
4	<p>The developer discloses what information is collected from users, why it is collected, and if and how it's shared.</p> <p>Disclosure not easy to find or understand.</p>
3	<p>One of the following applies:</p> <ul style="list-style-type: none"> ● The privacy policy is easy to find but difficult to read ● The privacy policy for an app lives on the developer website and is unclear as to where it applies (website where policy is found or the app, itself). ● The developer discloses some, but not all, of the following: <ul style="list-style-type: none"> ○ Information collected ○ Why it's collected ○ How that information is shared
2	<p>One of the following applies:</p>

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	<ul style="list-style-type: none">● The privacy policy is difficult to find or is only available after login.● Privacy policy contains nested policy links or references. (Users must drill down and/or go to additional sites.)● The developer provides no explanation about the information collected from users or how that information is used. <p>Automatically "Unacceptable for use in schools."</p>
1- Unacceptable	<p>No privacy policy is available.</p> <p>Policies are NOT Linked on Apps page or prominently linked in header or footer of developer's homepage or app's specific page within developer's site.</p> <p>For Web content Prominently linked in header or footer of site's homepage.</p> <p>Automatically "Unacceptable for use in schools."</p>



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R4 - Data Rights

Privacy Score

This score is based on the ability for users to cancel accounts and have data deleted. It is important that student accounts can be deleted when they are no longer used by the student and the school or if requested by a parent.

If accounts and account data CANNOT be deleted, the website, computer application or online service is unacceptable and cannot be used in schools. After a website, computer application or online service is deleted, it is only acceptable that information be kept for legal and product development purposes.

Scoring Rubric

Score	Description
5 - Exceeds requirements	Users can cancel their accounts and all data will be deleted Users can keep the rights to data
4	Users can cancel their accounts and all data can be deleted Users do not have the option to keep their account data.
3	Users can cancel their accounts yet the app will retain usage information Information is kept for legal or product development purposes.
2	N/A - Not possible to score a 2 in this metric.
1- Unacceptable	No option to delete accounts or data Developer gives users no right to their account data. Automatically "Unacceptable for use in schools."



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R5 - COPPA- Under 13 Only

Safety Score

A product is not COPPA compliant if you cannot find a privacy policy, teachers and parents do not have access to the student's information in the product for review or deletion and students under 13 do NOT need parental permission to use the services. If any of these are true, the website, computer application or online service is unacceptable and cannot be used in schools.

Scoring

Rubric

Score	Description
5 - Exceeds requirements	Product is COPPA compliant if: <ul style="list-style-type: none"> ● Privacy policy is available ● Teacher or Parent can access their child's personal information for review or deletion ● Parent must grant permission for students under 13
4	<i>N/A - Not possible to score a 4 in this metric.</i>
3	<i>N/A - Not possible to score a 3 in this metric.</i>
2	<i>N/A - Not possible to score a 2 in this metric.</i>
1 - Unacceptable	Product is not COPPA compliant if: <ul style="list-style-type: none"> ● No stated privacy policy ● Teacher or Parent cannot access their child's personal information for review or deletion ● Does NOT require Teacher or Parent permission for students under 13 Automatically "Unacceptable for use in schools."



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R6 - Social Features

Safety Score

This scores the safety of social features on a website, computer application or online service.

For **students under 13**, social features must be moderated* and not allow students to communicate with adults or strangers and cannot require or suggest students share any personal information. If any of these are allowed, the website, computer application or online service is unacceptable and cannot be used in schools.

For **students over the age of 13**, the social features of a website, computer application or online service must be able to be able to be **monitored and not require sharing of Directory Information. If the website, computer application or online service is not able to be monitored and requires the sharing of Directory Information, it is unacceptable and cannot be used in schools.

*A moderated chat room or social feature is one where the administrator or the organization providing the chat room approves or rejects messages before they are made public. This can be done manually or automated using software that scans messages for keywords and phrases that are deemed inappropriate or harassing. Moderated chat may also be logged for future review.

**A monitored chat room or social feature is one where a teacher, parent, administrator or other party is able to see messages that are sent and received between users and intervene when necessary. Monitored chat may also be logged for future review.

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Scoring

Rubric

Score	Description
<p>5 - Exceeds requirements</p>	<p>Social Features Age Appropriate</p> <p>Ages 13 and up - Actively monitored. Rapid response to abuse reports. No need to reveal PII. Contract vendors log student- teacher interactions and allows audit.</p> <p>Under 13 - Social features are designed with kids in mind. Actively moderated chat. Parents or teachers determine what users kids can connect with. Logged interactions and allows audit.</p>
<p>4</p>	<p>Social features are mostly safe but and has two of the following</p> <p>Ages 13 and up (one of the following):</p> <ul style="list-style-type: none"> ● Actively monitored ● Teens can flag abuse with reasonable response. ● Contract vendors log student- teacher interactions or allow audit. <p>Under 13 (one of the following):</p> <ul style="list-style-type: none"> ● Actively monitored ● Parents or teachers can monitor interactions. ● Contract vendors log interactions or allow audit.
<p>3</p>	<p>Social features fall short but provides at least one of the following</p> <p>Ages 13 and up (two of the following):</p> <ul style="list-style-type: none"> ● Actively monitored ● Teens can flag abuse with reasonable response. ● Contract vendors log student- teacher interactions or allow audit. <p>Under 13 (two of the following):</p> <ul style="list-style-type: none"> ● Actively monitored ● Parents or teachers can monitor interactions. ● Contract vendors log interactions or allow audit.
<p>2</p>	<p>Social features are unsafe for target age</p> <p>Ages 13 and up</p>

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	<ul style="list-style-type: none"> ● Public chat is not actively monitored and interactions are not logged <p>Under 13 (all three of the following)</p> <ul style="list-style-type: none"> ● Moderated, but not thoroughly or actively. (Inappropriate comments stay up for days before they're removed.) ● Parents or teachers can't determine what users kids can connect with. ● Parents or teachers can't monitor all social activity. <p>Automatically "Unacceptable for use in schools."</p>
<p>1- Unacceptable</p>	<p>Social features are unsafe for target age</p> <p>Ages 13 and up</p> <ul style="list-style-type: none"> ● Public chat CANNOT be monitored <p>Under 13 (any one of the following):</p> <ul style="list-style-type: none"> ● Public chat with users of all ages - - kids can chat with strangers, including adults and reveal personally sensitive information ● Unmoderated chat <p>Automatically "Unacceptable for use in schools."</p>

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R7 - Ads – Children’s Internet Protection Act Compliance

Safety Score

This score is based on CIPA compliance and the ads that are shown on the website, computer application or online service. A website, computer application or online service with NO ADS can receive the highest score, but websites, computer applications or online services with clearly identified ads can receive a high score as well. Websites, computer applications or online services with Ads that are inappropriate or target using student directory information or online activity are unacceptable and cannot be used in schools.

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Scoring

Rubric

Score	Description
5 - Exceeds requirements	Does not display ads
4	Ads are clearly identifiable as ads They are used sparingly, and are appropriate for education market and age of the audience
3	Ads do not appear to be targeted and do not display adult content However, ads are prevalent and could be distracting for learners (easy to click on or tap and take kids out of the learning content).
2	Ads do not appear to be targeted but are prevalent and distracting Content of ads isn't alcohol-related, violent, or sexual, but is clearly for adults (adult TV shows, products only adults would use).
1 - Unacceptable	Ads are obviously inappropriate (alcohol, violent or sexual content) and are misleading - - so many ads, it's difficult to determine where the learning content is. OR Product is clearly using targeted advertising based on students' personal information or online activity. Automatically "Unacceptable for use in schools."

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Online Education Service Review Worksheet

Vendor Name	
Service/Application	
Website	
Link to Privacy Policy	
Requestor	
Educational Purpose	

Scoring Rubric

A score of two or lower in any metric results in the service or application as being unacceptable for use in schools. Any score of three requires analysis to ensure the risk is acceptable. Please include notes for any metric of a score of three or lower.

	Metric	Score	Note
R1	Data Security		
R2	Gathering and Use of Personally-Identifiable Information (PII)		
R3	Privacy Policy Availability and Disclosure		
R4	Data Rights		
R5	COPPA- Under 13 Only		
R6	Social Features		
R7	Ads – Children’s Internet Protection Act Compliance		

Review Result

- Service or application is approved for all students.

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- Service or application is approved with the following restrictions.
 - Only students 13 or older and grade 9 or above may use service.
 - Written permission must be obtained from parent/guardian before using service.
- Service or application is unacceptable for use in schools.

Signature Block

Principal, Curriculum Director, or District
Administrator

Technology Director

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Social Media

District Use Policy [DRAFT]



Media Relations Administrative Responsibility

The District Administrator serves as the primary spokesperson for the School District on all matters of district wide interest to the media. The District Administrator may delegate Principals/Directors/ Supervisors to serve as primary spokespersons for their areas of responsibility.

News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal. Publicity regarding students shall always be evaluated in terms of the effect on the children. All school district employees shall notify the District Administrator's office whenever they are contacted by the media

There is an administrative guideline (ag9120C) that addresses this same issue. Until the administrative guidelines are completed, this could be used in its place. There is also a Board By-Law that designates the Board President as spokesperson for the Board. (By-Law 0143.1)

District Communications

The School District of Manawa communicates information about departments, buildings and classrooms through the district and building web pages as well as social media networks. Social media networks utilized include blog posts, Twitter feeds, Facebook pages, and YouTube channels. These can be accessed via [URL TO SOCIAL MEDIA DIRECTORY]

The school district realizes the importance of highlighting accomplishments of our students and will ensure student safety and privacy are maintained throughout this process. In order to share the accomplishments, awards and happenings in our district, **student pictures and names** (Student Records Policy – directory data notice) may be shared in district communication and be published by media. Parents are given the opportunity to deny media coverage as well as request that their child not be identified individually by name in district communication. [TODO: Instructions to make this request.]

There are several policies that address this issue. See Policy 3213 – Student Supervision and Welfare, Policy 7540.02 – District Web Page, Policy 8330 – Student Records. There are also several related administrative guidelines.

District Website Content Guidelines

There are a number of current policy and administrative guidelines that cover the topics included in this section. In addition, the Tech Updates Phase I and III have several policies and guidelines that also specifically address these issues. We have not taken those to the Board for consideration as they were

Social Media

District Use Policy [DRAFT]



going to be reviewed by the Tech person. I would suggest a review of Tech Updates Phase I and III, both the policies and administrative guidelines. They are located in the draft section of BoardDocs. I have included screen shots below. After review of those policies and guidelines, we can discuss how you would like to move forward, i.e. adopt those policies and guidelines or use this summary document. I would also note that Neola is planning to release an update specifically related to the issue of “social media”. I don’t have a release date but it was discussed at the WASB convention as being close to ready to distribute.

Individual buildings, departments, classrooms, co-curriculars, and **student organizations** may post to social media pages or create webpages on the School District of Manawa Website. Teachers may have class materials, homework, calendars, **student work**, and daily activities and events on the web. **Students may create webpages for classroom projects.** Coaches, advisors and volunteers may create team and/or organization webpages. Principals, Directors, Managers and Secretaries may post school or department reminders, event information, classroom highlights and curricular information. All content produced and posted online must conform to the following School District of Manawa Guidelines, and is the property of the District. I would review our policies/guidelines with regard to creation of social media or websites especially with regard to oversight/management. In my opinion, this paragraph seems to allow very broad permissions, pending review of the “School District of Manawa Guidelines” for which there could be ramifications for the district. It also is contrary to some current district policies.

Creators of web pages and web content should familiarize themselves with and adhere to the following policies and responsibilities. The Webmaster is responsible for maintaining the district website and must make sure all published material abides by these policies and guidelines.

All content on webpages should relate to curriculum, instruction, school-authorized activities, and general information that is appropriate and of interest to others. All district and classroom webpages are subject to the Acceptable Use Policy. Prohibited activities Include:

- the creation or transmission of any offensive, obscene or indecent images, content or other material, including sites linked
- the creation or transmission of defamatory material
- the transmission of content, images, video or audio that infringes upon the copyright of another person or group

Proper permission for copyrighted materials if sought should be saved and archived. School District of Manawa will make every effort to ensure that all links are operational and all information is accurate, appropriate and of high quality. However, the viability of sites that

Social Media

District Use Policy [DRAFT]



are not created through the District cannot be guaranteed.

Example Policies

Parts of this documents have been adopted from the following school district policies.

- [Pulaski Community School District](#)

The screenshot shows a web browser window displaying the BoardDocs website for the School District of Manawa. The page title is "School District of Manawa Policy Manual". The interface includes a search bar for "Draft Policies" and a "Book:" dropdown menu set to "Policy Manual". A list of policy categories is visible, including "Policies Adopted by the Board", "Resources", and several "Special Release - Tech Update" and "Special Update - USDA Early Release" items. A "POLICIES" dropdown menu is open, showing options: "Active", "Draft", "Retired", "WI Policy Local Update", "WI AG Local Update", and "Neola Help". The footer contains copyright information for BoardDocs by Emerald Data Solutions, © 2002-2018.

Social Media

District Use Policy [DRAFT]



The screenshot shows a web browser window displaying the BoardDocs website for the School District of Manawa. The browser's address bar shows the URL: <https://www.boarddocs.com/wi/sdman/Board.nsf/Private?open&login#>. The page title is "School District of Manawa Policy Manual".

The website interface includes a search bar with the text "Search Draft Policies" and a dropdown menu for "Book:" currently set to "AG 1st Draft Clean". Below the search bar is a list of policy categories, each with a plus sign to its right:

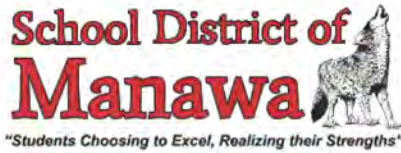
- 5000 Students
- 6000 Finances
- 7000 Property
- 8000 Operations
- 9000 Relations
- Disposition Sheets
- Special Release - Tech Update - Phase I
- Special Release - Tech Update - Phase II
- Special Release - Tech Update - Phase III

On the right side of the page, there is a navigation menu with "WELCOME" and "POLICIES" (which is expanded to show a list of policy status options):

- Active
- Draft**
- Retired
- WI Policy Local Update
- WI AG Local Update
- Neola Help

At the bottom of the page, there is a footer with the text: "BoardDocs is intended for the use of subscribers and licensed customers. All users are required to read and follow the acceptable use <https://www.boarddocs.com/wi/sdman/Board.nsf/Private?open&login#tab-policies>. BoardDocs® by Emerald Data Solutions, © 2002-2018."

The Windows taskbar at the bottom of the screenshot shows the time as 8:51 AM on 1/24/2018.



Book	AG 1st Draft Clean
Section	5000 Students
Title	ASSIGNMENT TO SCHOOL, CLASS, AND GRADE
Number	ag5120
Status	From Neola

5120 - ASSIGNMENT TO SCHOOL, CLASS, AND GRADE

The following guidelines shall be followed in assigning students to schools, classes, and grades. All inquiries regarding elementary and secondary school boundaries are to be directed to the District Administrator.

A. Class and Grade Assignment/Transfer

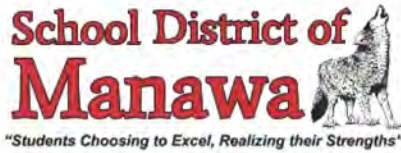
1. Assignments to class and grade shall be made by the principal after consultation with relevant staff.
2. Placement will be based on several factors including the intellectual, physical, social, and emotional development of the student as revealed by the use of available data and observations of the staff.

The following procedures shall be followed in a transfer of a student within a school:

- a. A written request shall be made to the principal by the parent of the student, a professional staff member, or by a student. Transfer requests may also be initiated by the principal.
- b. After consultation with the appropriate personnel, a determination regarding the validity of the request shall be made by the building principal.
- c. If the transfer request is initiated by the District or a minor student, parents shall be advised of the request and the reasons it will be beneficial to the student or is necessary to maintain program effectiveness. They shall be advised of their rights of appeal to the District Administrator if they do not agree with the transfer.

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Last Modified by Juli Schlarb on July 28, 2017



Book	AG 1st Draft Clean
Section	5000 Students
Title	PROMOTION, PLACEMENT, AND RETENTION
Number	ag5410
Status	From Neola

5410 - PROMOTION, PLACEMENT, AND RETENTION

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

DEFINITIONS

A. Promotion:

Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

B. Placement:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Building Consultation Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

C. Retention:

Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Building Consultation Team with the concurrence of the building administrator.

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

To implement Board policy, the following guidelines are to be utilized:

Elementary Level

A. Criteria for Consideration

When the Building Consultation Team is convened, the following criteria shall be considered:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, social maturity

B. Time Line for Elementary Grade Placement Changes

1. Before Parent/Teacher Conference: Principal will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.

3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Building Consultation Team will be convened by the principal and parents notified.
4. Early April: Building Consultation Team, in consultation with the parent, reviews and makes recommendation to building principal regarding the need for alternative place
5. May-June: Final decision on placement or retention is made by the building principal.

Middle School Level

A. Criteria

To be promoted the student must successfully complete all core courses or receiving Response to Intervention supports as per the Building Consultation Team.

B. Time Line for Middle School Grade Placement

1. Before Parent/Teacher Conferences: Principal will review, with teachers, grade placement procedure.
2. October-January: Teacher should indicate concern to parents and should initiate documentation. Any concerns should be reflected on report cards.
3. Early March: Teacher will notify principal, if an alternative grade placement or retention is being considered. The Student Intervention Team will be convened by the principal.
4. Early April: If placement or retention is still being considered, parents should be notified by this time and commitment to the decision secured.
5. May-June: Decision on placement is made and student Grade Placement Recommendation is completed.

High School Level

Criteria

For the official records, student class placement will be determined in the following manner:

- A. Less than 7 credits = Freshman
- B. 7 credits to less than 14 credits = Sophomore
- C. 14 credits to less than 21 credits = Junior
- D. 21 credits to 28 credits = Senior

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8510 - WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the _____ School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

Public Involvement

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, School Board members, members of the public, and other school administrators in the development, implementation, evaluation, and periodic review and update, if necessary, of the wellness policy.

() The District Administrator is encouraged to form a wellness committee to carry out this function.

() The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator.

~~The District Administrator shall be responsible for accomplishing the following:~~

- ~~A. assess the current environment in each of the District's schools;~~
- ~~B. measure the implementation of the District's wellness policy in each of the District's schools;~~
- ~~C. review the District's current wellness policy;~~
- ~~D. recommend revision of the policy, as necessary; and~~
- ~~E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.~~

Policy Leadership and Reporting Requirement

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures () and is authorized to designate a staff member or members with responsibility to assure that wellness initiatives are followed in the District's schools.

The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

Before the end of each school year the wellness committee shall submit to the District Administrator and Board their report in which they describe the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The District Administrator or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee of the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The program developed shall include the following items, along with any additional measures deemed appropriate:

- A. identify specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, with consideration for evidence-based strategies;
- B. develop nutrition guidelines for all foods and beverages sold during the school day, that are consistent with Federal requirements for meal nutrition standards and smart snacks, and restricting marketing efforts to only those items that meet established guidelines;
- C. develop policies pertaining to other food items in the schools, including for classroom parties, birthday snacks, or other food items not for sale, but distributed in the schools;
- D. describes the process and public involvement in the development of the wellness program and initiatives.

Nutrition Education ~~With regard to nutrition education, the District shall:~~

[Select one or more of the following:]

- A. () Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- B. () Nutrition education shall be incorporated into the Health curriculum and other aspects of the curriculum, including science, math, language arts, and elective courses.
- C. () Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- D. () Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- E. () Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.
- F. () The standards and benchmarks for nutrition education shall be behavior focused.
- G. () Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.

- H. () Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
- I. () Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- J. () Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- K. () The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- L. () Nutrition education shall extend beyond the school by engaging and involving families and the community.
- M. () Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- N. () Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
- O. () Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
- P. () Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
- Q. () Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- R. () The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- S. () other: _____
- T. () other: _____
- U. () other: _____

Nutrition Promotion

- A. () School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- B. () School nutrition services shall implement at least _____ [Insert Number] Smarter Lunchroom techniques at each school.
- C. () All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.

Physical Activity ~~With regard to physical activity, the District shall:~~

[Select one (1) or more of the following from both categories:]

A. Physical Education

- 1. () A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- 2. () The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- 3. () Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- 4. () Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

5. () All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K- ____ students and at least 225 minutes per week for students in grades ____ -12.

[NOTE: The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

6. () All students in grades ____ - ____, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for ____ (____) minutes () daily () ____ days per week for the entire school year.
7. () All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for ____ (____) minutes () per day () ____ days per week for at least ____ semesters in grades ____ -12.
8. () The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
9. () Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
10. () The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
11. () The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
12. () Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
13. () Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.
14. () Professional development opportunities should focus on the physical education content area.
15. () All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

[NOTE: NASPE includes this option in the definition of a quality physical education program.]

16. () Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
17. () Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
18. () Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.
19. () Planned instruction in physical education shall include cooperative as well as competitive games.
20. () Planned instruction in physical education shall take into account gender and cultural differences.
21. () other _____
22. () other _____
23. () other _____

B. Physical Activity

1. () Physical activity () shall () should not be employed as a form of discipline or punishment.

2. () Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
3. () Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
4. () All students in grades K- ____ shall be provided with a daily recess period at least ____ (____) minutes in duration. Recess shall not be used as a reward or punishment.

[NOTE: NA SPE's recommendation is that all elementary school students should be provided with at least one daily period of recess for a minimum of twenty (20) minutes.]

5. () The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
6. () The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
7. () The school shall provide students in grades ____ - ____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.
8. () In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

[NOTE: This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).]

9. () All students in grades ____ - ____ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
10. () All students in grades ____ -12 shall have the opportunity to participate in interscholastic sports programs.
11. () Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
12. () All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.
13. () Schools shall discourage extended periods of student inactivity, without some physical activity.
14. () other _____
15. () other _____
16. () other _____

Other School-Based Strategies for Wellness ~~With regard to other school-based activities the District shall:~~

[Select one or more of the following:]

- A. () Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- B. () An organized wellness program shall be available to all staff.
- C. () The school () shall () may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- D. () The schools () shall () may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which

they may qualify.

E. () Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

Additional Strategies for Consideration:

A. () The schools shall provide at least _____ (_____) minutes daily for students to eat.

B. () The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

C. () The school shall provide attractive, clean environments in which the students eat.

D. ~~() Students at _____ [insert name(s) of building(s)] are not permitted to have drinks in the classroom.~~

E. () Students at _____ [insert name(s) of building(s)] are permitted to have bottled water ~~only~~ in the classroom.

F. () Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

G. () Schools () may () shall limit the number of celebrations involving serving food during the school day to no more than _____ (_____) party(ies) per class per month.

H. ~~() Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.~~

I. ~~() An organized wellness program shall be available to all staff.~~

J. () The schools () shall () may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

K. ~~() The schools () shall () may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.~~

L. ~~() The schools () shall () may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.~~

M. () Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

N. () Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

O. () other _____

P. () other _____

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

All foods available on campus during the school day shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

[It is recommended that one (1) or more of the following be selected:]

- C. () The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. () The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. ~~() All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.~~
- F. ~~() All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.~~
- G. () Beginning with _____ - _____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA [nutrition guidelines](#)~~Dietary Guidelines for Americans~~, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.
- H. () All foods available on campus at any time shall comply with the current USDA [nutrition guidelines](#)~~Dietary Guidelines for Americans~~, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
- I. () The school food service program () may () shall involve
- () students,
- () parents,
- () staff,
- () school officials
- in the selection of competitive food items to be sold in the schools.
- J. ~~() Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.~~
- K. ~~() All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.~~
- L. () Any food items sold () on campus as a fund raiser shall meet the current USDA [nutrition guidelines](#)~~Dietary Guidelines for Americans~~.
- M. () The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA [nutrition guidelines](#)~~Dietary Guidelines for Americans~~.
- N. () Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA [nutrition guidelines](#)~~Dietary Guidelines for Americans~~.
- O. () The food service program shall be administered by a qualified nutrition professional.
- P. () The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- Q. () All food service personnel shall receive pre-service training in food service operations.
- R. () Continuing professional development shall be provided for all staff of the food service program.
- S. () other _____
- T. () other _____

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall

() distribute information at the beginning of the school year to families of school children,

() include information in the student handbook,

() _____,

() _____,

and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

Record Retention

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy, including:

- A. copy of the current policy;
- B. documentation pertaining to the most recent assessment of implementation of wellness initiatives identified in the policy;
- C. documentation of efforts to publicize the policy;
- D. documentation of efforts to review and update the policy, including identification of the participating and invited stakeholders.

Review of this policy shall occur every three (3) ~~years~~ years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with review of the performance of the programs and any recommended changes to this policy.

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Legal 42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

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