

SCHOOL DISTRICT OF MANAWA

345.61

EARLY GRADUATION

Early graduation shall be permitted for those full-time students of the Little Wolf High if the following requirements have been fulfilled:

1. Attended the District full time for a minimum of 7 full semesters culminating with the end of the 7th semester of that year's graduating class.
2. Fulfilled all regular graduation requirements, including credits and required subjects, by the date of the requested early graduation, and in accordance with Board policies, and state statutes and regulations.
3. Submitted written consent by the parents/guardians of minor students at least one year in advance.
4. Provided documentation that upon early graduation the student has been or will be:
 - accepted into the military service;
 - employed; or
 - enrolled in a university, college, technical college, or other approved training institution.
5. Obtained consent of the high school guidance counselor, high school principal and District Administrator.
6. Received final approval of the Board.

Each request shall be reviewed individually.

Graduation ceremonies shall only be held following the second semester. Early graduates may participate in the ceremony. Early graduates shall be eligible for all scholarships.

LEGAL REF.: Sections 118.13 Wisconsin Statutes

118.145 (4)

118.33

118.51

118.52

121.02(1)(p)

PI 18 Wisconsin Administrative Code

CROSS REF.: 345.6, Graduation Requirements

345.62, Graduation Ceremony

APPROVED: March 1987

REVISED: February 15, 1999

March 17, 2014

SERVICE-LEARNING

The School Board recognizes that preparing each generation to understand and support democratic principles is the responsibility of the District. High quality service-learning experiences provide students with opportunities to accomplish the following:

- apply a standards-based curriculum skills to address local school and community needs.
- recognize the relevance of what they are learning in school.
- make a positive contribution to the community through involved citizenship.
- develop positive relationships with the community.
- become ethical participants in society.
- Service learning enables students to develop transferable skills in multiple areas including, but not limited to, the following:
 - improved confidence
 - expanded career awareness
 - strengthened civic education
 - more effective critical thinking and problem solving strategies.

The Board affirms the importance of service-learning as a vital part of the instructional program and supports service-learning as an innovative instructional strategy to be integrated into the curriculum. Essential components include: student involvement, meaningful service, school/classroom connections and reflection on learning outcomes.

The Board encourages each student to participate in at least one age-appropriate service-learning activity at each grade span (PreK-3, 4-8, and 9-12). The Board also encourages staff and students to collaborate with local public and nonprofit agencies to develop service-learning activities that meet educational objectives, address state academic standards, and also fit with current community needs.

LEGAL REF.: Section 118.01(2) Wisconsin State Statutes

PI 8.02(L) Wisconsin Administrative Code

CROSS REF.: 110, District Vision/Mission

330, Curriculum Development and Evaluation

APPROVED: August 21, 2008

REVISED: March 17, 2014

SCHOOL DISTRICT OF MANAWA

361.1

INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

The legal responsibility for instructional materials used in the District rests ultimately with the School Board. The selection of instructional materials is delegated to the appropriate professionally trained certified personnel who shall complete this responsibility in accordance with this policy and established selection criteria and procedures

The District provides instructional materials to accomplish the goals and objectives of the school system. Classroom instructional materials are provided that meet specific curriculum goals. The Board believes the District shall be responsible for providing instructional materials that meet the following standards:

- Enrich and support the curriculum taking into consideration the varied interests, abilities and maturity levels of the students served.
- Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Provide a background of information that will enable students to make intelligent judgments in their daily lives.
- Provide a diversity of viewpoints so that students may develop, under guidance, the practice of analytical reading and thinking.
- Represent many religious, ethnic and cultural groups and show how these contributed to the American heritage.
- Provide students with options for constructive use of leisure time.
- Provide content that is valid, relevant, appropriate and up-to- date.
- Contain format quality and variety.

The Board recognizes the right of any resident of the district to object to instructional materials. The review of questioned materials shall be treated objectively, as an important routine action, and in accordance with established District procedures. Every effort shall be made to consider the best interests of the students, school, curriculum and the community.

The District shall not discriminate in the selection and evaluation of instructional and library/media materials on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h) Wisconsin Administrative Code
PI 9.03(1)(e)

CROSS REF.: 361.1 - Rule, Procedures for Reconsideration of Instructional Materials
361.1 – Exhibit, Citizen's Request for Re-Evaluation of Instructional Materials
361.2, Library Media Center Materials Selection and Evaluation
330, Curriculum Development and Evaluation
333, Parent Rights and District Programs/Activities
362.1, Interlibrary Loan
363.2, Student Technology Use
363.3, Assistive Technology for Students and Staff with Special Needs
411-Rule, Student Discrimination Complaint Procedures

APPROVED: March 17, 2014

SCHOOL DISTRICT OF MANAWA

361.1 – Rule

PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

All complaints about instructional materials that are made to any Board member or any District staff member shall be processed in accordance with the following procedures. For the purpose of this rule, the term “instructional materials” includes printed materials and varied media formats including, but not limited to, computer software, audio-visual media and online subscriptions. Such materials include both classroom materials and library media center materials.

Throughout the informal and/or formal complaint process the following guidelines are recommended:

- The person expressing concern should be treated with respect.
- School personnel should be courteous, respond in an objective manner, but make no commitments.
- Administration should be informed immediately of the initial concern, and be kept informed of any further developments.
- If the news media becomes involved, accurate information from the school perspective should be provided through proper channels (District Administrator).

The use and circulation of challenged materials shall not be restricted during the reconsideration process; however, requests of individual parents/guardians for alternative assignments for their children will be honored.

Step 1

All complaints about materials made to any District staff or Board member shall be directed to the building principal. The principal shall involve the appropriate instructor(s) or the media specialist. Within five (5) school days of the initial complaint, the principal and/or designated staff member shall schedule a meeting with the complainant and attempt to solve the problem informally. An explanation shall be provided about the goals and objectives of the challenged instructional materials and the reasons for the selection of the particular materials.

Step 2

If a meeting does not result in a resolution of the complaint, the complainant shall be given a packet of materials including a copy of the “Instructional Materials Selection and Review” policy and procedures, or a copy of the “Library Media Center Materials” policy and procedures. The complainant shall also be given a copy of the “Request for Reconsideration of Instructional Materials” form. The completed form shall be submitted to the building principal.

Step 3

The principal shall appoint a “Review Committee” that includes, but is not limited to, the following membership:

- Library media specialist
- Building principal or designee
- Curriculum coordinator
- Teacher(s) from the appropriate grade level and subject area, if applicable
- Parent representative

Step 4

The complaint form, the materials subject to the complaint, and other materials provided by the staff members involved with the complainant, shall be available to all committee members.

- Review and examine the challenged materials.
- Check the general acceptance of the materials by examining professional reviews.
- Weigh values and faults against each other.
- Form opinions based on the material as a whole rather than on sections pulled out of context.
- Meet to discuss the materials and decide whether the challenged materials should continue to be used.

Step 5

Within five (5) school days after the review committee's meeting and decision a written statement and recommendation shall be submitted to the District Administrator and the complainant.

Upon request, the building principal will meet with the complainant to discuss the challenged materials and the committee's decision.

Step 6

Within five (5) school days of receiving the report, the complainant who is not satisfied with the committee's decision, may request an appeal to the District Administrator for consideration, who shall provide a written response to the complainant within five (5) school days.

Step 7

Within five (5) school days of receiving the report, the complainant who is not satisfied with the District Administrator's decision, may request an appeal to the Board for consideration. The complaint shall be addressed at the next regularly scheduled Board meeting. A written decision shall be mailed to the complainant within five (5) school days of the Board's decision. The decision of the Board shall be final.

APPROVED: March 1987

REVISED: November 1999
March 17, 2014

SCHOOL DISTRICT OF MANAWA

361.1 – Exhibit

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

To prevent misunderstanding of your complaint, please read and complete the following information and return to the building principal within two weeks of this date:

The Wisconsin Statute states in part that: "All students shall be provided access to a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society"

Request initiated by:

NAME _____

ADDRESS

PHONE NUMBER(S)

STUDENT'S NAME

ORGANIZATION'S NAME

Type of Instructional Material:

Title:

Author/Publisher/Producer:

Library Class Other: Circle one

1. Have you either read, heard or seen the material in its entirety?

2. To what in the instructional material do you object? (Please be specific. For example, cite the page number.)

3. What do you believe is the theme of this material?

4. For what age group would you recommend this material?

5. Are you aware of the judgments of this material by literary critics or other experts in related fields?

6. What action would you like to see taken?

____ Send back to originating department for re-evaluation

____ Substitute alternate material

☐ Deny the use of the material by my child

☐ Deny use of the material by all students

☐ Other

7. In view of the action you would like taken, do you have any suggestions about material that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the building principal, who will review the information and will notify you of the next step in the complaint process.

APPROVED: November 1999

REVISED: March 17, 2014

SCHOOL DISTRICT OF MANAWA

361.2

SELECTION AND EVALUATION OF LIBRARY MEDIA CENTER MATERIALS

The primary objective of the District's instructional media program is to implement, enrich and support the District's educational program in a manner that reflects all levels of learning. The media program shall provide access to a current, balanced collection of books, basic reference materials, texts, periodicals, on-line resources, and audiovisual materials that depict the cultural diversity and pluralistic nature of American society in an accurate and unbiased way.

The Library supports material selections based on the American Association for School Libraries "Library Bill of Rights".

- To provide a comprehensive collection of materials that will implement, enrich, support and extend the curriculum and encompass the varied interests, abilities, socioeconomic backgrounds and maturity levels of the students.
- To provide materials that will stimulate growth in the areas of factual knowledge, critical thinking, literary appreciation and aesthetic values.
- To provide materials representative of the contributions of all people, regardless of age, sex, religion, ethnic or cultural origin.
- To provide instructional materials on controversial issues that will enable students to develop, under guidance, critical analysis of media.
- To place principle above personal opinion and reason above prejudice in the selection of instructional materials of the highest quality in order to assure a comprehensive collection of instructional materials for all students.
- To provide a wide range of materials for all levels of learners.

The Board is legally responsible for all matters relating to the operation of the schools in the District. The responsibility for the selection of instructional materials, however, is delegated to professionally-trained Library Media Specialist, in accordance with established criteria and procedures. Recommendation of instructional materials involves many people - administrators, teachers, staff, students, supervisors, and media specialists. The building principal will make the final decision. Any disagreement on selection may be referred to the District Administrator.

The Library Media Specialist (LMS) shall be responsible for all materials in his/her building and shall submit a media program budget to the Business Manager. The LMS is responsible, within established administrative channels, for the design, formulation, justification, administration and evaluation of the District's media budget and program.

Occasional objections to an instructional media selection may be made by the public. Such objections shall be handled in accordance with procedures that have been established with the intent of protecting the principle of the freedom to read, the professional responsibility of the staff, and the materials in question.

The School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.03(2) Wisconsin Statutes

118.13

120.13(5)

121.02(1)(h)

PI 8.01(2)(h) Wisconsin Administrative Code

PI 9.03(1)

CROSS REF.: 361.2-Rule, Procedures for Selection and Evaluation of Library Media Center Materials

361.1- Exhibit, Citizen's Request for Reconsideration of Instructional Materials

411-Rule, Student Discrimination Complaint Procedures

APPROVED: March 1987

REVISED: November 1999

March 15, 2010

March 17, 2014

SCHOOL DISTRICT OF MANAWA

361.2-Rule

LIBRARY MEDIA CENTER MATERIALS

PROCEDURES

1.Selection Criteria

A.Needs of the individual school are given first consideration, based on the media program, knowledge of the curriculum, and the existing collection. Materials for purchase are considered on the basis of:

- Overall purpose
- Appropriate to user
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing production
- Readability and popular appeal
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and significance of the author/artist/composer/producer, etc.
- Format and price

B.Requests from administrators, teachers, staff, students, supervisors, site-based management teams, and community representatives are given consideration.

C.Continuous reassessment of the media, District program priorities and the appropriateness of the collection insures an adequate response to changing programs, populations, and opportunities.

2.Selection Procedures

A.In selecting materials for purchase, the media specialist in each school evaluates the existing collection and consults reliable selection sources including reputable reviewing periodicals and quality selection tools that are unbiased and professionally prepared.

B.In specific areas the media specialists follow these procedures in each media program:

- Gift materials are judged by basic selection standards, and are accepted or rejected according to these standards.
- Worn or missing standard items are replaced periodically.

C. Discarding (Weeding) of Library Materials

To maintain a quality collection of library materials it is necessary to discard items regularly when these no longer meet the needs of students and staff members. Factors to be considered in making decisions about discarding materials include:

- a) Poor physical condition.
- b) Minimal circulation in the past five years.
- c) Outdated and/or inaccurate content.
- d) Poor audio-visual quality.
- e) Inappropriate reading level.
- f) Superseded by new or revised materials.

Materials shall be disposed of at the discretion of the media specialist based on the aforementioned weeding guidelines. Materials may be recycled or donated when appropriate.

-Periodicals will be kept for a five year period.

-Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.

-Sharing of materials between schools, districts and public libraries is the responsibility of the media specialist.

APPROVED: March 1987

REVISED: November 1999
March 17, 2014

SCHOOL DISTRICT OF MANAWA

362.1

INTERLIBRARY LOAN

The District may participate in resource sharing with other school and public libraries through interlibrary loan. The purpose of resource sharing is to obtain materials not available in one's school library media center. Library materials, or copies of print or other resources, are made available by one library to another upon request. Resource sharing is available through a courier service provided by OWLS (Outagamie-Waupaca Public Library System) and the statewide WISCAT system. Individuals borrowing through the public library system must possess a valid library card from that library system. Information about available materials may be accessed on the District's library webpage.

Lenders:

Each loan will be made at the discretion of the lending library, with the understanding that the needs of the Manawa students will take precedence. The lending library will decide if a resource is eligible for interlibrary loan and will determine the lending period.

Lending libraries are not expected to process subject and keyword requests. The lending library shall refuse to copy items that would violate copyright laws and fair use guidelines.

Borrowers:

Borrowing school library media centers/patrons should make every effort to exhaust their own resources before requesting materials from another library.

Delivery and return of materials shall be the responsibility of the borrower. The borrowing library is responsible for the safety of all resources borrowed and must reimburse the lending library for lost or damaged materials.

Interlibrary borrowing does not relieve any library of the responsibility for ongoing collection development.

LEGAL REF.:Section 43.72(3) Wisconsin Statutes
120.12(1)
121.02(1)(h)
PI 8.01(2)Wisconsin Administrative Code
Federal Copyright Law (Title 17, U.S. Code)
Technology Education and Copyright Harmonization Act (TEACH Act)
Enhancing Education Through Technology Act of 2001
CROSS REF.:361.2, Library Media Center Materials Selection and Evaluation
363.2, Student Technology Use
363.3, Assistive Technology for Students with Special Needs
771.1, Use of Copyrighted Materials
District Technology Plan

APPROVED: February 19, 2007
REVISED: March 17, 2014

SCHOOL DISTRICT OF MANAWA

364

SCHOOL COUNSELING PROGRAM

The ultimate goal for the District's school counseling program is student learning and achievement. The program is based on the Wisconsin Comprehensive School Counseling Model (MCSCM) that combines elements of state and national frameworks and initiatives. The foundation for the WCSCM are nine Model Academic Standards that are delivered through a collaborative relationship among school, parents/guardians and community in order to provide students with the skills necessary for them to become successful lifelong learners, responsible citizens, and productive workers.

{Note: I deleted the list of specific state and national models, frameworks and initiatives since this is background information that provides no local policy guidance. If these are still applicable and you think it is important to references these, add them to the list of cross references at the end of the policy.}

The program's design, delivery system, and content focus on enhancing the ability of all students to utilize available educational opportunities. Program components include school counseling curriculum, individual student planning, responsive services and system support. The program includes three domains: academic development, personal/social growth, and career development. The focus is on what all students, grades Pre-K through 12, should know, understand, and be able to do within these domains in order to develop into contributing members of society.

The school counseling program strives to produce positive changes in student behavior and student learning by providing the following:

- ☐ delivery of specific skills and information in a proactive, preventive manner to ensure that all students have the opportunity to achieve school success and
- ☐ intervention and referral services for those students who are experiencing difficulties in their lives that interfere with their academic achievement.

The school counselor serves as the program leader, and collaborates with the school nurse, school psychologist, classroom teachers and school administrators in the delivery of services. The counseling department works with a community network that includes county services, business, industry, medical community and educational institutions. The counselor works closely with parents/guardians and appropriate agencies when working with students.

The District shall not discriminate in the methods, practices and materials used for counseling, evaluating and testing students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This does not however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF: Sections 118.13 Wisconsin Statutes

121.02 (1) (e)

PI 8.01 (2) (e), Wisconsin Administrative Code

PI 9.03 (1)

CROSS REF.:411-Rule, Student Discrimination Complaint Procedures

APPROVED: December 21, 2009

REVISED: March 17, 2014

CO-CURRICULAR ACTIVITIES AND PROGRAMS

The co-curricular program is considered a part of the school curriculum, educational in purpose and conduct. It affords opportunities for wholesome school-community relations under constructive conditions. The purposes of co-curricular activities include:

- ☐ Meeting the urge for competition and participation, which are basic American traditions;
- ☐ Promoting the physical, mental, moral, social and emotional well-being of each participant, with emphasis on the proper ideals of sportsmanship, ethical conduct and fair play;
- ☐ Encouraging leadership, use of initiative and good judgment by the participants; and
- ☐ Providing opportunities for developing positive school morale, being good hosts to visiting schools and exercising the qualities of fair play and courtesy.

School authorities shall inform the community regarding the purposes of the co-curricular program. The community should recognize that a co-curricular event is an integral part of the school program. If such activities cease to possess educational value, these should cease to be school functions.

Participation in co-curricular activities is a privilege that carries responsibility. Participation in co-curricular activities shall be governed by the established co-curricular handbook that shall include eligibility and conduct rules and disciplinary measures for violations of such rules.

Co-curricular activities shall be planned to provide for as much student participation as possible. The Board encourages the full participation of elementary and middle school students in co-curricular and recreational programs and activities. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allow.

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, color, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the District from placing a student in a program or activity based on objective standards of individual performance, providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
120.12(23)
120.13(1)
PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 377. Interscholastic Athletics
377.1, Attendance at State Tournaments
411-Rule, Student Discrimination Complaint Procedures
Co-Curricular Handbook

APPROVED: March 22, 1999

REVISED: March 17, 2014

SCHOOL DISTRICT OF MANAWA

374

STUDENT FUND-RAISING ACTIVITIES

Fund-raising activities by student organizations, clubs or classes, or by parent organizations using school facilities or resources, must have prior approval by the building principal and the faculty advisor or coach.

Students shall not be permitted to sell items during school hours or on school premises on behalf of non-school-related organizations.

Funds raised by any student organization, club or class shall be processed through the appropriate financial accounting system and in accordance with the District's student activity funds management policy and procedures.

Student participation in any fund-raising activity shall be strictly voluntary. When students participate in fund-raising, written parent/guardian permission shall be required for students under age 12, and physical accompaniment of a parent/guardian or person age 16 or older shall be required for students under age 9.

LEGAL REF.: Sections 103.23 Wisconsin Statutes
103.64

118.12

CROSS REF.: 3770, Co-Curricular Activities and Programs

662.1, Student Activity Funds Management

840, Public Gifts to the Schools

APPROVED: March 1987

REVISED: September 20, 1999

March 17, 2014

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics meet the urge for competition, which is a basic American tradition, but also teaches that a penalty follows the violation of a rule. This gives students an early understanding that participation in athletics is a privilege that carries responsibility.

The Board recognizes that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of each participant with emphasis on the proper ideals of sportsmanship, ethical conduct and fair play. Athletics should encourage leadership, use of initiative and good judgment by the participants.

In addition to providing opportunities for participants, interscholastic athletic programs provide opportunities for developing positive school morale, being good hosts to visiting schools and exercising the qualities of fair play and courtesy. The interscholastic athletic program should be considered a part of the school curriculum, educational in purpose and conduct.

The athletic program affords opportunities for wholesome school-community relations under constructive conditions. It is the responsibility of school authorities to inform the community regarding the purposes of the program. The community should recognize that an athletic contest is an integral part of the school program because of its educational values. If interscholastic athletics cease to possess educational value, then these should cease to be school functions.

The Board encourages the full participation of elementary and middle school students in interscholastic athletic activities. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allows.

The District shall maintain membership in the Wisconsin Interscholastic Athletic Association (WIAA) and the District's conference. The District shall abide by all WIAA and conference rules and regulations, and student athletes shall also be expected to abide by all eligibility and training requirements established by the Board and administration.

No student shall be permitted to participate in any District sponsored interscholastic athletic team unless the student returns the concussion and head injury information sheet to the coach signed by the student and a parent/guardian, if the student is under the age of 19.

The District shall not discriminate in student participation in athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the district from placing a student in a program or activity based on objective standards of individual performance, providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.293
120.12(23)
120.13(1)
PI 9.03(1), Wisconsin Administrative code
CROSS REF.: 370, Co-Curricular Activities and Programs
377.1, Attendance at State Tournaments
411-Rule, Student Discrimination Complaint Procedures
Athletic Code

APPROVED: September 1985
REVIEWED: March 1987
REVISED: February 15, 1999
March 17, 2014

SCHOOL DISTRICT OF MANAWA

377.1

ATTENDANCE AT STATE TOURNAMENTS

School District of Manawa Participating in Tournament

When a Manawa team/individual is competing in a music, athletic, or forensic tournament, the District shall provide transportation and meals for the participants, managers, authorized cheerleaders, and coaches/advisors directly involved. The administration shall establish a dollar amount per meal allowance. If the event requires staying overnight, the District shall provide lodging for the same personnel involved. The administration must approve the trip and expenses prior to the tournament.

All grade 9-12 coaches/advisors involved in the activity related to the tournament shall be allowed to attend the tournament and they shall have the same expenses covered as those coaches/advisors directly involved.

School District of Manawa Not Participating (Athletic Tournaments)

When a Manawa team/individual is not competing, the head coach may attend the events, but will be required to pay his/her own expenses (transportation, meals, lodging, etc.) except that attendance tickets will be furnished by the District. Junior varsity, assistant, and freshman coaches may be released from school to attend the tournament at the discretion of the District Administrator and the District will provide tickets for the events held when school is not in session.

Students Not Participating in Tournament

Students who are not direct participants in a tournament may be granted permission to attend the events provided they are in good standing with the school and have submitted a written statement from their parent/guardian to the school authorities requesting permission to be excused for the purpose of attending the tournament. A "Waiver of Supervision Form" with appropriate signatures shall also be submitted.

The release time for students to leave school for the tournament must be pre-approved by the principal.

LEGAL REF.: Section 895.437 Wisconsin Statutes
CROSS REF.:441, Student Conduct

APPROVED: December 20, 1993
REVISED: February 15, 1999
March 17, 2014

SCHOOL DISTRICT OF MANAWA

383

ANIMALS IN SCHOOL

The Board recognizes the benefits of having animals in the classroom as part of the learning process. The study of animals is a legitimate subject area for students to know and understand. Using live animals in the classroom or school is an effective instructional method to increase student awareness and interest in nature and the environment. Animals can also be used to increase students' interest in learning and support social and emotional growth.

When using animals as an instructional tool, the educational objectives shall be well planned in advance. When live animals are in the classroom or school, established District guidelines shall be followed for the health, safety and well-being of students, staff and the animals.

Animals trained or being trained to assist individuals with disabilities will be allowed on school premises, including school buses, under safe and healthy conditions and in accordance with state and federal laws.

This policy does not pertain to animals under the control of public safety officials for educational, public relations or law enforcement purposes.

LEGAL REF.: Sections 106.52 Wisconsin Statutes

120.13

121.02(1) (i)

252.21

254.56

TRANS 300.16, Wisconsin Administrative Code

PI 8.01(2)(i)

CROSS REF.: 383-Rule, Guidelines for Animals in School

110, District Vision/Mission

330, Curriculum Development and Evaluation

453.1, Emergency Nursing Services

453.3, Communicable Disease Control

720, School Safety Program

Emergency Nursing Services Handbook

APPROVED: November 20, 2000

REVISED: March 17, 2014