

AGENDA
SCHOOL DISTRICT OF MANAWA
POLICY & PERSONNEL COMMITTEE MEETING

Date: October 14, 2013

Time: 6:30 pm

Location: Board Room,
800 Beech St., Manawa

Board Committee Members: Pohl (C), Kreklow, Hollman

Chair: _____ Recorder: _____ Timer: _____

1. 300 Policies Partial Series Review - Policies 322 through 342.1
2. Next Meeting Date

1. 300 Policy Series - Review of 322 through 342.1 Action ____ Table ____

2. Next Meeting Date _____

In Attendance:

Chair: _____ Date: _____ Adjourn Time: _____
Signature

WASB 7/2012

SCHOOL DISTRICT OF MANAWA

Series 300: Instruction

- *320 General Organizational Plan
 - 321 SCHOOL DAY
- 330 CURRICULUM DEVELOPMENT AND EVALUATION
 - 333 PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES
 - 333 – RULE STUDENT PRIVACY PROTECTION PROCEDURES
- *340 Educational Program
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 - 341.1 READING INSTRUCTION
 - 341.2 EDUCATION FOR EMPLOYMENT**
 - 341.6 FOUR YEAR OLD KINDERGARTEN
 - *342 Special and Alternative Education Programs
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 - 342.11 INDEPENDENT EDUCATIONAL EVALUATIONS
 - 342.11-RULE PROCEDURES FOR INDEPENDENT EVALUATIONS
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 - 342.4 PROGRAMS FOR STUDENTS AT RISK
 - 342.4-RULE STUDENTS AT RISK PROGRAM GUIDELINES
 - 342.5 TITLE I PROGRAMS**
 - 342.7 SERVICES FOR ENGLISH LANGUAGE LEARNERS**
 - 342.7 – RULE PROCEDURES FOR TESTING AND ASSISTING ENGLISH LANGUAGE LEARNERS**
 - 342.8 SECTION 504 PROGRAM
 - 342.2-RULE SECTION 504 PROCEDURES
 - *343 Instructional Arrangements
 - 343.42 YOUTH OPTIONS PROGRAM**
 - 343.42 – RULE YOUTH OPTIONS PROGRAM PROCEDURES**
 - *345 Academic Achievement
 - 345.1 GRADING
 - 345.1-RULE HIGH SCHOOL GRADING PROCEDURES
 - 345.4 PROMOTION OF STUDENTS IN GRADES K-8
 - 345.4-RULE PROCEDURES FOR STUDENTS CONSIDERED FOR RETENTION
 - 345.41 KINIDERGARTEN, FOURTH AND EIGHTH GRADE PROMOTIONS

- 345.5 HONORS PROGRAM *(add this policy)*
 - 345.5 – RULE LAUDE SYSTEM PROCEDURES
- 345.6 **GRADUATION REQUIREMENTS**
 - 345.6-RULE GRADUATION REQUIREMENT PROCEDURES**
- 345.61 **EARLY GRADUATION**
- 345.62 **GRADUATION CEREMONY**
- 346 **STUDENT ASSESSMENT PROGRAM**
 - ~~346-RULE GUIDELINES FOR TESTING PROGRAM EXEMPTIONS~~ *Delete from manual*
- 347 **STUDENT RECORDS**
 - 347-RULE PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS**
 - 347- EXHIBIT (1) STUDENT RECORDS NOTICE**
 - 347- EXHIBIT (2) STUDENT RECORDS FORM**
- *350 Extended Instructional Programs

UPPERCASE TITLES – revision drafts previously provided

UPPERCASE BOLD TITLES – revision drafts currently provided (July 2012)

* = indicates a policy category heading (no policy)

SCHOOL DISTRICT OF MANAWA

322

SCHOOL DAY

The length of the school day shall be established by the Board in a manner consistent with the hours of direct student instruction required by state law for different grade levels.

{NOTE: I replaced the statement "in accordance with state law" with information about "hours of direct student instruction" to provide additional guidance. If this addition is not wanted, revise accordingly.}

Once established, the schedule of school day hours shall be posted in school buildings and publicized for students, parents/guardians and the public.

{NOTE: I added the statement about posting and publicizing the schedule of school day hours for further guidance. If this does not reflect how you inform people about the schedule, delete the statement or revise accordingly.}

The District Administrator shall monitor compliance with the schedule of the hours of a normal school day and recommend to the Board any actions necessary to comply with this policy and applicable state laws.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
120.12(15)
121.02(1)(f)2
PI 8.01(2)(f)2 Wisconsin Administrative Code

CROSS REF.: 4221.1, Fulltime Students
723.3, Emergency School Closings
Employee Handbook

APPROVED: February 15, 1999

**NOTE: This policy draft is based on information in your current policy manual (Policy 321 – Approved 2/15/99). I recoded it as 322 for consistency with the WASB Code Index. I revised it for stylistic reasons and as outlined above.*

SCHOOL DISTRICT OF MANAWA

330

CURRICULUM DEVELOPMENT AND EVALUATION

The District's curriculum and instruction programs shall be developed to support the District's mission, to align with Board adopted academic standards, and in accordance with state legal requirements. The Board shall provide the resources to develop and implement the curriculum within the financial capabilities of the District.

{NOTE: I added an introductory paragraph above. I added the statement about "Board adopted academic standards" to replace the reference to approval of the "curriculum and instruction standards" (originally in paragraph 2 – sentence 1) to use language more consistent with state law (section 118.30(1g)(a)1 of Wisconsin Statutes). If your board adopts "academic standards" and additional "curriculum and instruction standards" revise the statement to include both.}

Professional staff, under the direction and supervision of the District Administrator or designee, shall be delegated the responsibility for proposing and developing a written, sequential curriculum plan for the District. The plan shall include those subject areas and grade levels as required by state regulations. Each subject area plan shall specify objectives, course sequence, course content, resources, a student assessment process, and an allocation of instructional time. Each plan shall include a program evaluation method which provides that the components of the plan shall be monitored continuously.

{NOTE: I revised the description of the components that must be included in each "curriculum plan" to more accurately reflect what is required by PI 8.01(2)(k) of Wisconsin Administrative Code.}

Communication and coordination among grade level and subject area staff members shall be emphasized on a kindergarten through grade 12 basis whenever curriculum is developed or reviewed.

{NOTE: I added the statement about coordination across grade and subject areas to provide further guidance. If this does not apply to your district, delete it from the policy.}

All new subject area offerings and substantial additions or deletions to the current curriculum shall be reviewed and adopted by the Board before such courses or changes are implemented in the schools.

LEGAL REF.:	Sections	118.01	Wisconsin Statutes
		118.015	
		118.019	
		118.30(1g)(a)1	
		120.12(14)	
		120.13	

121.02
121.02(1)(k) and (L)
PI 8.01(2)(k) and (L) Wisconsin Administrative Code

CROSS REF.: 333, Parent Rights and District Programs/Activities
361, Selection and Evaluation of Instructional Materials

APPROVED: February 15, 1999

****NOTE:** This policy draft is based on information in your current policy manual (Policy 330 – Approved 2/15/99). I revised it for stylistic reasons and as outlined above.*

SCHOOL DISTRICT OF MANAWA

333

PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES

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

1. The parent/guardian of a student may, upon request, opt their child out of participation in:
 - a. Instruction in human growth and development;
 - b. Instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body);
 - c. Any state-mandated achievement examinations in grades 4, 8 and 10, and in any other grades authorized by the School Board and allowed by the Wisconsin Department of Public Instruction.
 - d. (Add any other program or activity in which the District allows the parent/guardian to unilaterally opt their child out of participation in – e.g., District programs or activities funded under the federal Safe and Drug-Free Schools and Communities Act).
2. The District shall provide to the parent/guardian of each affected student advance notice of the District's intent to engage any of the following activities (including notice of the scheduled or approximate date of the activity), and the parent/guardian shall have, at a minimum, the right to opt their child out of participation in each such activity:
 - a. Any activity involving the collection, disclosure or use of personal information collected from students for the purpose of marketing, or otherwise providing that information to others for that purpose.
 - b. Any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.
 - c. Any survey that contains or reveals information concerning any of the following:
 - political affiliations or beliefs of the student or the student's parent/guardian;

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

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

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

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

Parents/guardians shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or

designee. Other parent/guardian requests dealing with student participation in other curricular, instructional or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or designee shall respond to such requests in a timely manner.

For purposes of this policy, the terms “survey,” “parent,” “invasive physical examination,” and “personal information for the purpose of marketing” shall be defined as those terms are defined (including applicable exceptions) in the federal Protection of Pupil Rights Amendment (PPRA).

The District shall inform parents/guardians of this policy and related procedures annually at the beginning of each school year. Any changes to this policy shall be made in consultation with parents/guardians of students.

LEGAL REF.: Sections 118.01(2)(d)2.c Wisconsin Statutes
118.019
118.30(2)(b)3

Protection of Pupil Rights Provision of General Education Provisions Act
Safe and Drug-Free Schools and Communities Act
34 C.F.R. Sections 98.3 and 98.4

CROSS REF.: 347, Student Records
342.1, Special Education Program
342.5, Title I Programs
342.7, Programs and Services for English Language Learners
345.1, Grading
345.4, Promotion of Students in Grades K-8
345.6, Graduation Requirements
346, Student Assessment Program
347, Student Records
363.2, Computer Acceptable Use
411, Equal Educational Opportunities

APPROVED:

**NOTE: This policy draft is only an example of the type of policy adopted by Wisconsin school boards to address the topic of “parent rights and student privacy.”*

This example includes policy guidance on topics required by federal law (i.e., personal information for marketing purposes, physical examinations and screenings, and surveys). School districts that receive federal funds for any program administered by the U.S. Department of Education are required by the Protection of Pupil Rights Amendment (PPRA) of the General Education Provisions Act to adopt written policies addressing parent access to instructional materials and student privacy in these areas.

SCHOOL DISTRICT OF MANAWA

333 - Rule

STUDENT PRIVACY PROTECTION PROCEDURES

A. Protection of Student Privacy in the Administration or Distribution of Surveys Containing or Revealing Protected Information

The following additional arrangements apply to further protect student privacy in the event the District administers or distributes any survey for which the District has not obtained affirmative, written parent/guardian consent and where the survey in question contains or would reveal information in any of the eight protected-information categories outlined in Board policy:

1. All student responses to such surveys shall be anonymous, unless parent/guardians were given express notice that the survey would not be anonymous; and
2. Students shall be informed that their participation in the survey is voluntary (i.e., the student's choice, even though the student's parent/guardian did not preemptively opt the student out of participation in the survey).

B. Protection of Student Privacy in the Collection, Disclosure or Use of Personal Information for Marketing Purposes

The following additional arrangements apply for the protection of student privacy in the event that the District collects, discloses or uses personal information from students for the purpose of marketing, or otherwise provides personal information to others for that purpose:

1. The use of any instrument to collect personal information from students for the purpose of marketing must have the express pre-approval of the District Administrator.
2. The District shall not sell, or allow the collection of personal information from students by others for the purpose of selling, any lists or other records that contain student or parent/guardian names, addresses, telephone numbers, or email addresses.
3. The District shall not collect, disclose or use a student's or parent/guardian's social security number for any marketing purpose, or for the purpose of selling such numbers.
4. The District shall not use a student's or parent's/guardian's name, portrait or picture for advertising purposes, including for advertisements that imply endorsement of the

District or its programs, without having first obtained the written consent of the person, or if the person is a minor, his/her parent/guardian.

5. The District shall honor any parent/guardian opt-out from the disclosure of personal information that is identified as "directory data" under the District's student record policies and/or procedures as an opt-out from the District's disclosure of any personal information collected from his/her student to any third party for the purpose of marketing.

C. Administration of Physical Examinations or Screenings to Students

In addition to provisions regarding the administration of nonemergency, invasive physical examinations as outlined in Board policy, and excluding all surveys and evaluations administered to a student in accordance with the federal Individuals with Disabilities Education Act, the following arrangements concern the District's administration of physical examinations or screenings to students: [add any applicable local information concerning such physical examinations and screenings, or address this PPRA requirement in a separate policy or rule on student health examinations or screenings.]

APPROVED:

**NOTE: This rule draft is only an example of the type of procedures adopted by Wisconsin school boards to address the topic of "student privacy protection."*

This example addresses arrangements to protect student privacy in specified school district activities and arrangements concerning the administration of student physical examinations and screenings, as required by the PPRA.

School districts that receive federal funds for any program administered by the U.S. Department of Education are required by the Protection of Pupil Rights Amendment (PPRA) of the General Education Provisions Act to adopt written policies addressing student privacy in these areas.

SCHOOL DISTRICT OF MANAWA

341.1

READING INSTRUCTION

The School Board recognizes reading as an instructional priority and supports the need for the District to provide a comprehensive, developmental reading program for students at all grade levels. The reading program shall comply with all requirements of state law.

{NOTE: I added an introductory paragraph above and a lead-in sentence below for stylistic reasons. If this does not reflect the board's position on this topic, delete or revise accordingly.}

The Board supports the following reading goals:

- Emphasize the attainment of a literacy level for all students in the areas necessary to complement the academics (communication skills, innovative thinking, problem solving, self presentations).

{NOTE: I revised this item for stylistic reasons (i.e., parallel language structure with other items); however, I did not make additional revisions in the content because I am not sure what this item means. You should avoid the term "literacy" since it is used to denote competency for so many different contexts or subject areas (e.g., financial literacy, technology literacy, etc.). If you use the term you should provide more information about what is meant (e.g., language arts, speaking, writing, etc.). This was also the only item in the original list of goals that was not a complete sentence.}

- Provide a well-coordinated developmental reading program for students at all grade levels.

{NOTE: You may want to delete this as a goal since it duplicates what is stated in the first paragraph.}

- Devote adequate time and effort to instruction in reading as one of the basic skills areas.
- Use a variety of learning materials and teaching techniques to accommodate individual student ability, achievement and interests.
- Provide remedial reading services for students in grades K through 4 who meet the criteria outlined in state law, and for other students who may need such services.

{NOTE: I added this item for compliance with state law. Section 121.02(1)(c) of the state statutes, a school district standard, requires boards to provide a remedial reading program for students in fourth grade or under who meet certain requirements.}

- Involve parents/guardians in home-school cooperative efforts to help each student reach his/her reading potential.

- Assess the reading needs and annually evaluate both program quality and individual student progress for reading programs in grades K to 12.

{NOTE: I revised the last sentence of the original policy to address both “needs assessment” and “evaluation.” I revised the language to more closely align with legal requirements of section 118.015 of the state statutes.}

- Report annually to the community about the status and effectiveness of the District reading program in accordance with state and federal laws.

{NOTE: I added this item for further guidance and compliance with legal requirements.}

LEGAL REF.: Sections 118.01(2)(a)1 Wisconsin Statutes
 118.015
 121.02 (1)(c), (k) and (L)
 PI 8.01(c) Wisconsin Administrative Code

CROSS REF.: 330, Curriculum Development and Evaluation
 342.5, Title I Programs
 346, Student Assessment Program

APPROVED: February 15, 1999

**NOTE: This policy draft is based in part on information in your current policy manual (Policy 341.1 – Approved 2/15/99). bI revised it for stylistic reasons and as outlined above.*

SCHOOL DISTRICT OF MANAWA

341.2

EDUCATION FOR EMPLOYMENT

The Board shall provide an education for employment program for elementary and secondary students which has been developed in accordance with state guidelines and has been approved by the State Superintendent of the Wisconsin Department of Public Instruction.

The program shall provide to all students in grades kindergarten through 12 access to an education for employment program which provides for foundations of good citizenship and which links academic and occupational standards to workplace skills and experiences. The program shall provide information to students at various grade levels as follows:

1. Career awareness at the elementary grade levels.
2. Career exploration at the middle grade levels. Career exploration shall address stereotyping and may include work based learning experiences and career research identifying personal preferences in relation to future work roles.
3. Career planning and preparation at the high school levels, including all of the following:
 - a. Career research identifying personal preferences in relation to specific occupations and school supervised work based learning experiences.
 - b. Instruction in career decision making and employability skills, including work behaviors.
 - c. Instruction which provides for the practical application of academic skills and applied technologies.
 - d. The study of the practical application of economics and American economic institutions, including entrepreneurship education.
 - e. Student access to technical education programs which have a curriculum incorporating accurate national, regional and state labor market information, including labor market supply and demand.

{NOTE: I replaced the list of elements with the information from the current administrative code effective 7/1/04. The list of elements in your original policy reflected 6 of the 7 elements from the 1985 version of the administrative code. You should review the current state regulations to be sure your program has been updated to meet the current requirements.}

The District Administrator or designee shall coordinate the education for employment program in accordance with state laws and regulations.

It shall be the responsibility of the (identify the appropriate position – e.g., building principal, district administrator, etc.) to annually inform students, parents/guardians, staff and the public of District career and technical education opportunities and encourage student participation in such

offerings. All District career and technical education opportunities shall be offered to students on a nondiscriminatory basis.

{NOTE: I added the above paragraph for additional guidance.}

Education for employment program records and reports shall be made, and the long-range plan shall be reviewed and updated as required by the Department of Public Instruction and state regulations.

{NOTE: I added the above statement for compliance with state regulations.}

LEGAL REF.: Section 121.02(1)(m) Wisconsin Statutes
 PI 26 Wisconsin Administrative Code

CROSS REF.: 411, Equal Educational Opportunities
 Education for Employment Plan

APPROVED: February 15, 1999

REVISED:

**NOTE: This policy draft is based on information in your current policy manual (Policy 341.2 – Approved 2/15/1999). I revised it for stylistic reasons and as outlined above.*