

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, August 17, 2022

*As noted in Board Policy 0166 - Agenda, each agenda shall contain the following statement:
"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda."*

6:00 P.M. Work Session

Board Conference Room

Note: The Board typically has a work session prior to the August Board meeting to review budgetary matters again between the preliminary approval which occurs in June and formal approval which occurs in October, following the October 15 aide certification from the State. No formal action is taken in these work sessions.

CALL TO ORDER:

1. Roll Call
2. Motion to Adopt Agenda

OPERATIONS

1. Budget planning for 2022-2023 and Beyond Discussion
 2. Crossroads Proposal Discussion
 3. Restroom Policy Request Discussion
 4. Adjourn
-

7:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

AUDIENCE TO VISITORS AND DELEGATIONS:

(As noted in Board Policy 0167.3 Public Participation at Board Meetings)
Additional note: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular Meeting of July 20, 2022

2. Approve July Bills
3. Accept Grants and Donations
4. Approve Resignations and Retirements
5. Second Reading of Board Policies
 - a. Policy 0162 - Quorum (Revised)
 - b. Bylaw 0164.2 - Special Meetings (Revised)
 - c. Policy 0167.3 – Public Comment at Board Meetings [Title revised]
 - d. Policy 0172 – Legal Counsel (REVISED)
 - e. Policy 1130/3230/4230 – Conflict of Interest (REVISED)
 - f. Policy 1220 – Employment of District Administrator (REVISED)
 - g. Policy 1260 – Incapacity of the District Administrator (REVISED)
 - h. Policy 2260.02 – English Language Proficiency (REVISED)
 - i. Policy 2412 – Homebound Instruction Program/2412F1 Application for Homebound Instruction (REVISED)
 - j. Policy 2460 – Programs for Students with Disabilities [revised title] (REVISED)
 - k. Policy 2460.03 – Independent Educational Evaluation (IEE) (REVISED)
 - l. Policy 2700.01 – School Performance and Accountability Reports (REVISED)
 - m. Policy 3120.04 – Employment of Substitutes (REVISED)
 - n. Policy 3120.10, 4120.10 – Job Sharing (REVISED)
 - o. Policy 3131, 4131 – Staff Reduction (REVISED)
 - p. Policy 3215, 4215 – Use of Tobacco and Nicotine by Staff (REPLACEMENT)
 - q. Policy 3231, 4231 – Outside Activities (REVISED)
 - r. Policy 3362.01, 4362.01 – Threatening Behavior Toward Staff Members (REVISED)
 - s. Policy 4130 - Assignment and Transfer (REVISED)
 - t. Policy 5111 – Eligibility of Resident/Non-Resident Students (REVISED)
 - u. Policy 5460 - Graduation Requirements (REVISED)
 - v. Policy 5512 - Use of Tobacco and Nicotine by Students (REPLACEMENT)
 - w. Policy 5630.01 – Use of Seclusion and Physical Restraint with Students (REVISED)
 - x. Policy 6145 – Borrowing (DELETED)
 - y. Policy 6147 – Debt Management (NEW)
 - z. Policy 7230 – Gifts, Grants and Bequests (REVISED)
 - aa. Policy 7434 – Use of Tobacco and Nicotine on School Premises (REPLACEMENT)
 - bb. Policy 7440.03 – Small unmanned Aircraft Systems (NEW)
 - cc. Policy 8390 – Animals on District Property (REVISED)
 - dd. Policy 8395 – Student Mental Health Services (NEW)
 - ee. Policy 8710 – Insurance (REVISED)
 - ff. Policy 8900 – Fraud (REVISED)

Bylaws and Policies

The following policies and guidelines were revised to include language either prohibiting or requiring permission for the use of District name, logo, mascot, or any other property or assets of the District in connection with fundraising, except where such permission is implicit because it is conducted by a District organization:

- gg. Policy 2430 – District-Sponsored Clubs and Activities*
- hh. Policy 5830 – Student Fund-raising*
- ii. Policy 6605 – Crowdfunding*
- jj. Policy 6610 – Student Activity Fund*
- kk. Policy 9700 – Relations with Non-School Affiliated Groups*
- ll. Policy 9700.01 – Advertising and Commercial Activities*

- mm. Policy 0100 – Definitions (Revised)
- nn. Policy 0131.1 – Bylaws and Policies (Revised)
- oo. Policy 0132.1 – Selection of District Administrator
- pp. Policy 0132.2 – Administrative Guidelines
- qq. Policy 0141.1 – Student Representation at Board Meetings
- rr. Policy 0143.2 – Board Member Information Requests (NEW)
- ss. Policy 0144.3 – Conflict of Interest
- tt. Policy 0144.4 - Indemnification (Revised)
- uu. Policy 0144.5 – Board Member Behavior and Code of Conduct (NEW)
- vv. Policy 0145 – Sexual and Other Forms of Harassment (Revised)
- ww. Policy 0166 – Agenda
- xx. Policy 1211 – Whistleblower Protection (NEW)
- yy. Policy 1213/Policy 3213/Policy 4213 – Student Supervision & Welfare (Revised)
- zz. Policy 1400 - Job Descriptions
- aaa. Policy 2260.02 – English Language Proficiency
- bbb. Policy 2261 – Title I Services
- ccc. Policy 2261.01 – Parent and Family Member Participation in Title I Programs
- ddd. Policy 2411 – School Counseling and Academic and Career Planning (Revised)
- eee. Policy 2416 - Student Privacy and Parental Access to Information (Revised)
- fff. Policy 2416.01 - Parental/Police Access To Instruction Material Center Info. (Delete)
- ggg. Policy 2460.03 – Independent Educational Evaluation
- hhh. Policy 2522 – Instructional Material Centers (NEW)
- iii. Policy 3112/Policy 4112 – Board-Staff Communications (Revised)
- jjj. Policy 3131/4131 – Reduction in Staff
- kkk. Policy 3220 – Staff Evaluation and Educator Effectiveness (Revised)
- lll. Policy 3340/Policy 4340 - Grievance Procedure (Revised)
- mmm. Policy 3531/Policy 4531 - Unauthorized Work Stoppage (Revised)
- nnn. Policy 5113 – Open Enrollment Program (Inter-District) (Revised)
- ooo. Policy 5511 – Dress and Grooming (Revised)
- ppp. Policy 5517.01 – Bullying (Revised)
- qqq. Policy 5540 – The Schools and Governmental Agencies (Revised)
- rrr. Policy 5540.01 – Investigations Involving Suspected Child Abuse (Revised)
- sss. Policy 5895 – Student Employment (Revised)
- ttt. Policy 7230 - Gifts, Grants, and Bequests (Revised)
- uuu. Policy 7550 – Cooperation with Local Governments (Revised)
- vvv. Policy 8405 – Environmental Health and Safety Program (Revised)
- www. Policy 9130 – Public Requests, Suggestions, or Complaints (Revised)

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Approve Sunrise Elementary 5th Grade Teacher (one-year contract)
3. Approve SBHS Business Education Teacher
4. Approve TJ Walker Middle School Secretary
5. Approve Special Education Teacher Associates
6. Approve High School Coach(es): Head Girls Golf Coach
7. Approve Strategic Action Plan for 2022-2023

8. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Special Education & Pupil Services
 - e. Business Manager
 - f. Superintendent
9. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

To: Board of Education
From: Dan Tjernagel & Ann DeMeuse
Date: August 9, 2022
RE: Background Information for the August 17, 2022, Meetings

6:00 P.M. Work Session

Board Conference Room

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CALL TO ORDER:

1. Roll Call
2. Motion to Adopt Agenda

OPERATIONS

1. **Budget planning for 2022-2023 and Beyond Discussion** (6:00 – 6:20 P.M.)
Business Manager Holtz will walk the Board through pertinent budget information.
2. **Crossroads Proposal Discussion** (6:20 – 6:35 P.M.)
In alignment with the Crossroads visit to the July board meeting, as well as a board member request for discussion, the group can discuss key considerations and potential next steps.
3. **Restroom Policy Request Discussion** (6:35 – 6:50 P.M.)
In alignment with a board member request, as well as legal information gathered both last fall and again recently, the group can discuss key considerations and potential next steps.
4. **Adjourn**

7:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

AUDIENCE TO VISITORS AND DELEGATIONS:

(As noted in Board Policy 0167.3 Public Participation at Board Meetings)

Additional note: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.

CONSENT AGENDA:

1. **Approve Minutes**
 - A. Regular Meeting of July 20, 2022

2. Approve July Bills

- 3. Grants and Donations** – Lindsay Ferry received a Raibrook Foundation grant for the Language Live Headphones project. Craig Sigl has collected the following donations for the speaker, Elec Simon that is coming in: Door County Medical Center - \$1,000, Jason & Laura Estes of Sonny's Pizzeria - \$750, United Way of Door County - \$3,000, Nicolet National Bank - \$500, Stone Harbor Resort - 4 Nights of Hotel Rooms.

A motion to accept the donation and thank the donor for the support is recommended.

- 4. Resignations and Retirements** – Erin Hemminger has resigned from her associate position. Melissa Murphy has resigned from her associate position at Sawyer Elementary.

A motion to thank these individuals for their service and wish them well in their next adventure is recommended.

5. Second reading of board policies

- a. Policy 0162 - Quorum (Revised)
- b. Bylaw 0164.2 - Special Meetings (Revised)
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A motion to approve the consent agenda items as presented is recommended.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

This is a standing agenda item and utilized only if needed.

2. **Approve Sunrise Elementary 5th Grade Teacher (one-year contract):**

We are pleased to welcome Sheila Wienke to our Sunrise team as our new 5th grade teacher. Sheila comes to us with a wealth of experience, both as a classroom teacher and a behavioral interventionist. Some of her training includes: Trauma-Informed Care, Positive Behavioral Intervention and Supports (PBIS), Non-Violent Crisis Intervention (NVC), Zones of Regulation, Growth Mindset, and Multi-level Systems of Support (MLSS).

Sheila has taught at the 5th grade level, in addition to many years as a middle school science and communications teacher.

A motion to approve Sheila Wienke as a 5th grade teacher at Sunrise School for the 2022-2023 school year is recommended.

3. **Approve SBHS Business Education Teacher**

As of the preparation of the meeting packet, the position is posted. interviews continue. It is possible a candidate could be secured in time for approval at the August meeting. Stay tuned.

4. **Approve TJ Walker Middle School Secretary:** The Secretary Interview Team unanimously recommends Ivy Barlament to be hired as the secretary to replace Lori Mellen. Ivy attended Northeast Wisconsin Technical College and has a certificate in Business Management. Currently, Ivy Barlament is working as a Patients Admissions Representative at the Bellin's Sturgeon Bay Clinic.

Dr. Jeffrey Maurer states, Ivy demonstrates excellent professionalism with patients. She is able to manage several tasks at once with ease and proficiency. She is able to adjust quickly, and learns new material rapidly." These are excellent traits as she is proficient in several computer programming systems. The interview team believes Ivy will learn both PowerSchool and Skyward with ease.

Ivy is a Sturgeon Bay High School graduate and has a 5th grade daughter, Violet, who attends Sunrise Elementary School.

A motion to approve Ivy Barlament as the Middle School Secretary is recommended.

5. Approve Special Education Teacher Associates

As of the preparation of the meeting packet, the position is posted. interviews continue. It is possible a candidate could be secured in time for approval at the August meeting. Stay tuned.

6. Approve High School Coach(es): Head Girls Golf Coach

A. Head Girls Golf Coach

Principal Nerby and Athletic Director Meikle recommend Ben Herland (Our MS Health and Physical Education Teacher). Ben is our 8th grade MS basketball coach and with his role as our MS physical education teacher, he understands the game of golf and how to connect with our athletes.

A motion to approve Ben Herland as the Head Girls Golf Coach is recommended.

7. Approve Strategic Action Plan for 2022-2023

In the past few months, we looked at the draft and have reviewed updates to the Strategic Action Plan for 2022-2023.

A motion to approve the Strategic Action Plan for 2022-2023 is recommended.

8. Reports

9. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, July 20, 2022

President Stephani called the regular meeting to order at 7:03 PM in the high school library. Present: Schulz, Howard (arrive at 8:20 PM), Kruse, Holland, Stephani, Jennerjohn, Chisholm and Alger. Excused: Wood. Also present were: Superintendent Tjernagel, K Nerby, L Ferry, M. Smullen, K DeVillers, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

Motion: Holland/Jennerjohn to adopt the agenda as presented. Motion carried unanimously.

PUBLIC PARTICIPATION SECTION—also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): None.

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular Meeting June 15, 2022
2. Approve May bills
3. Accept Grants and Donations – John Sullivan received a grant for the tennis court/track update project.
4. Accept Resignations and Retirements: Kayla Englebert has resigned as a 5th grade teacher to take a position near her home (she was just approved by the board in last month's meeting and has not actually taught for us yet). Lori Mellen has resigned from her Middle School Administrative Assistant position. Erik Tauschek has resigned as the Girls Varsity Golf Head Coach. Allison Lautenbach has resigned from her Remote Learning Teacher position. Michelle Gibson has resigned as the Business and Technology Teacher. We thank Lori, Allison, Michelle and Erik for their service to our young people, families, and staff in their respective positions.
5. Accept Seclusion and Restraint Annual Report
Act 125 requires that schools report annually to the school board by September 1 about any incidents from the previous school year. Most incidents of seclusions and restraint in school districts typically occur at the elementary level.

Director Ferry has prepared the annual report summarizing the information from the past year with a small number of students. That report should be included in the meeting packet.

A motion to accept the seclusion and restraint annual report is recommended.

6. Board Policy Second Readings (*Reminder: First Readings took place at the June 15, 2022, Regular Board of Education meeting*):
 - a. 0142.1 Electoral Process
 - b. 0142.4 Oath
 - c. 0155 Committees
 - d. 0166 Agenda
 - e. 0168.1 Meeting
 - f. 0173 Independent Financial Auditor
 - g. 1461 Unrequested Leaves of Absence/Fitness for Duty
 - h. 1619.03 Patient Protection and Affordable Care Act
 - i. 2131.01 Reading Instructional Goals & Kindergarten Assessment
 - j. 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability

- k. 2266 Title IX Regulations (NEW)
- l. 2271.01 Start College Now Program
- m. 3121 Criminal History Record Check
- n. 3122.01 Drug-Free Workplace
- o. 3160 Physical Examination
- p. 3419.03 Patient Protection and Affordable Care Act
- q. 3430 Leaves of Absence
- r. 3431 Employee Leaves
- s. 4120.01 Job Descriptions
- t. 4122.01 Drug-Free Workplace
- u. 4160 Physical Examination
- v. 4161 Unrequested Leaves of Absence/Fitness for Duty
- w. 4210 Support Staff Ethics
- x. 4340 Grievance Procedure
- y. 4419.03 Patient Protection and Affordable Care Act
- z. 4431 Employee Leaves
- aa. 4531 Unauthorized Work Stoppage
- bb. 5451.02 Technical Excellence Higher Education Scholarships
- cc. 7540.03 Student Technology Acceptable Use and Safety
- dd. 7540.04 Staff Technology Acceptable Use and Safety
- ee. 8410 Crisis Intervention

Motion Jennerjohn/Chisholm to approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
This is a standing agenda item and utilized only if needed.

2. Special Guest Presentation by Crossroads

A proposal from Crossroads (Laurel Hauser) has been received by the district and is included in your meeting packet.

I have also shared with Laurel that the board has met with a community group interested in pursuing an outdoor athletic complex in partnership with the City of Sturgeon Bay and fundraising support. Additionally, I shared with her that it wouldn't surprise me if the district is approached at some point regarding some sort of "athletic bubble" for use by sports teams and PE classes. As a result, we are currently looking at two (and potentially three) requests.

While these requests are currently separate, it would be great if somehow one might be able to assist with another, if you will. Fundraising dollars would also be critical (like the Greenhouse and middle school playground projects) for one or more of those projects are to move forward in the future. To be clear and in alignment with past discussions at the Board level, we do not plan to pursue an athletic project referendum, especially since we already have a capital referendum that residents are funding and the educational programming operational referendum cycle, which we are all very aware of.

Materials included are as follows:

- A two-page cover letter reviewing the history as well as other documents included.
 - Paragraph four on page two asks that we consider donating the final 20 acres the district holds to Crossroads at Big Creek for ongoing stewardship.
- Crossroads Transfer Agreement (dated July 21, 2004; approved September 13, 2004))
- Exhibit A

- Exhibit B
- Crossroads maps & photos.

Crossroads representatives Hauser and Stawicki were in attendance for questions from the board.

Informational at this time, no action taken.

3. Breakfast Pilot Program Concept for 2022-2023

Food Service Director, Jenny Spude, was on hand to review her prepared report that outlines various aspects of the free breakfast pilot concept and our discussion in the June board meeting. Director Spude discussed how reimbursements for breakfast work and how Food Service Fund 50 would cover the cost of providing breakfast through such a pilot program. She explained that while Fund 50 dollars can be used to subsidize the cost of school *breakfast*, this cannot be done for school *lunch*. Jenny also references a USDA grant (we received \$15,000) and local advocates in our community who could also consider assisting with funding for this breakfast program concept. This report should be included in your meeting packet.

The board is supportive of Director Spude in her efforts to pilot a free breakfast program based upon the information prepared.

4. Approve TJ Walker Middle School 7th Grade Social Studies Teacher

Motion Schulz/Alger to approve Neal Henrigillis as the 7th Grade Social Studies Teacher beginning with the 2022-2023 school year. Motion carried unanimously.

5. Approve Sunrise Elementary School 5th Grade Teacher

Still a work in progress. No recommendation at this time.

6. Approve Sawyer Elementary School 1st Grade Teacher

Motion Holland/Alger to approve Patrick Sullivan as a 1st Grade Teacher beginning with the 2022-2023 school year. Motion carried unanimously.

7. Approve High School Coaches: Head Football, Assistant Football

a. Head Football: Motion Alger/Holland to approve Carl Waterstreet as the Head Varsity Football Coach. Motion carried unanimously.

b. Assistant Football: Motion Kruse/Alger to approve Rodney Owens as an Assistant Football Coach. Motion carried unanimously.

8. Approve Annual Public Notice of Academic Standards

The 2015-2017 state budget, also known as 2015 Wisconsin Act 55, added several notice requirements for school districts. The items involve notice regarding academic standards, school report cards and ranking levels, educational options, and the special needs voucher program.

As we have been reminded by WASB in the past, “School Boards are reminded that they must include an item on the agenda of the first school board meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards . . . that will be in effect for the school year . . . In addition, school boards are required . . . to notify the parents/guardians of students . . . This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district’s website.”

Once a new curriculum for a particular academic area has been adopted, that curriculum stays in place until a change is approved at a later date. Again, the requirement that we need to notify the public annually of these standards began just a few years ago.

In gathering feedback from various individuals and in alignment with our discussion on the topic in the past, it continues to appear that the clearest way of communicating this is that we follow “Sturgeon Bay Standards.” Work in recent years has involved the Wisconsin Academic Standards in most areas. Calling them Sturgeon Bay Standards gives us flexibility to be able to address any areas that may cause concern within our school community, and avoids the perception of having to adopt something without the flexibility to adapt if and when concerns may arise when it comes to national or state standards conversations, if you will.

Motion Jennerjohn/Chisholm to give the required annual notice pertaining to academic standards utilized in the School District of Sturgeon Bay for the 2022-2023 school year is recommended.

9. Strategic Action Plan Draft for 2022-2023 (informational item)

As discussed since the February 2017 Board and Administrative Team retreat, putting together a one-page document with identified priorities that can serve as a “strategic action plan” should help not only with our internal processes and focus areas for a given year, but also should assist our work as we continue to work to communicate with our community.

The strategic action plan process is intended to:

- help provide clarity through annual priority areas for our organization,
- give us targeted items to monitor throughout the year, and
- provide a document for annual review so adjustments can be made for the following year.

As we have said in the past, feedback is welcome on the strategic action plan concept—as is focus as we consider our work, priorities, and overall focus for the upcoming year, as well as our ability to appropriately communicate those priorities to our families, staff members, and community members.

I updated the 2021-2022 document in preparation for the June Core Admin Team meeting, and specifically got additional information from that group in the Teaching and Learning area, as well as Community Engagement.

In most years, the Board approves the updated document for the start of the new year in our August Board meeting, although there was a year where I believe we waited until September. Discussion is welcome, as are potential improvements to the document.

The approach not only helps provide focus and clarity, it also helps protect the district against people wanting to add initiatives or shift the focus away from agreed-upon priority areas during the course of the year. If there are good ideas/topics worthy of future consideration, we absolutely can and have considered those later.

10. Branding Committee Update and Usage Guideline Approval

Jake Holtz and a committee worked with some industry experts to look at topics from official colors to logos, to signage, to letterhead, and more. As some Board members may recall, a variety of topics related to marketing have arisen over the past eight years.

Jake shared an update with the Board late in the school year and with the June board meeting. I should also note that if the Board and/or committee come across a situation in the future that would call for updating the guidelines or taking a certain situation into account which was somehow missed through the process to date, that should be able to occur.

Motion Jennerjohn/Chisholm in support of the guidelines as presented. Motion carried unanimously.

11. Board Policy First Readings

- a. Policy 0162 - Quorum (Revised).
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- l. Policy 2700.01 – School Performance and Accountability Reports (REVISED)
- m. Policy 3120.04 – Employment of Substitutes (REVISED)
- n. Policy 3120.10, 4120.10 – Job Sharing (REVISED)
- o. Policy 3131, 4131 – Staff Reduction (REVISED)
- p. Policy 3215, 4215 – Use of Tobacco and Nicotine by Staff (REPLACEMENT)
- q. Policy 3231, 4231 – Outside Activities (REVISED)
- r. Policy 3362.01, 4362.01 – Threatening Behavior Toward Staff Members (REVISED)
- s. Policy 4130 - Assignment and Transfer (REVISED)
- t. Policy 5111 – Eligibility of Resident/Non-Resident Students (REVISED)
- u. Policy 5460 - Graduation Requirements (REVISED)
- v. Policy 5512 - Use of Tobacco and Nicotine by Students (REPLACEMENT)
- w. Policy 5630.01 – Use of Seclusion and Physical Restraint with Students (REVISED)
- x. Policy 6145 – Borrowing (DELETED)
- y. Policy 6147 – Debt Management (NEW)
- z. Policy 7230 – Gifts, Grants and Bequests (REVISED)
- aa. Policy 7434 – Use of Tobacco and Nicotine on School Premises (REPLACEMENT)
- bb. Policy 7440.03 – Small unmanned Aircraft Systems (NEW)
- cc. Policy 8390 – Animals on District Property (REVISED)
- dd. Policy 8395 – Student Mental Health Services (NEW)
- ee. Policy 8710 – Insurance (REVISED)
- ff. Policy 8900 – Fraud (REVISED) *Bylaws and Policies*
The following policies and guidelines were revised to include language either prohibiting or requiring permission for the use of District name, logo, mascot, or any other property or assets of the District in connection with fundraising, except where such permission is implicit because it is conducted by a District organization:
- gg. Policy 2430 – District-Sponsored Clubs and Activities
- hh. Policy 5830 – Student Fund-raising
- ii. Policy 6605 – Crowdfunding
- jj. Policy 6610 – Student Activity Fund
- kk. Policy 9700 – Relations with Non-School Affiliated Groups
- ll. Policy 9700.01 – Advertising and Commercial Activities
- mm. Policy 0100 – Definitions (Revised)
- nn. Policy 0131.1 – Bylaws and Policies (Revised)
- oo. Policy 0132.1 – Selection of District Administrator
- pp. Policy 0132.2 – Administrative Guidelines
- qq. Policy 0141.1 – Student Representation at Board Meetings
- rr. Policy 0143.2 – Board Member Information Requests (NEW)
- ss. Policy 0144.3 – Conflict of Interest
- tt. Policy 0144.4 - Indemnification (Revised)

- uu. Policy 0144.5 – Board Member Behavior and Code of Conduct (NEW)
- vv. Policy 0145 – Sexual and Other Forms of Harassment (Revised)
- ww. Policy 0166 – Agenda
- xx. Policy 1211 – Whistleblower Protection (NEW)
- yy. Policy 1213/Policy 3213/Policy 4213 – Student Supervision and Welfare (Revised)
- zz. Policy 1400 - Job Descriptions
- aaa. Policy 2260.02 – English Language Proficiency
- bbb. Policy 2261 – Title I Services
- ccc. Policy 2261.01 – Parent and Family Member Participation in Title I Programs
- ddd. Policy 2411 – School Counseling and Academic and Career Planning (Revised)
- eee. Policy 2416 - Student Privacy and Parental Access to Information (Revised)
- fff. Policy 2416.01 - Parental/Police Access To () Library () Instruction Material Center Information (Delete)
- ggg. Policy 2460.03 – Independent Educational Evaluation
- hhh. Policy 2522 –Instructional Material Centers (NEW)
- iii. Policy 3112/Policy 4112 – Board-Staff Communications (Revised)
- jjj. Policy 3131/4131 – Reduction in Staff
- kkk. Policy 3220 – Staff Evaluation and Educator Effectiveness (Revised)
- lll. Policy 3340/Policy 4340 - Grievance Procedure (Revised)
- mmm. Policy 3531/Policy 4531 - Unauthorized Work Stoppage (Revised)
- nnn. Policy 5113 – Open Enrollment Program (Inter-District) (Revised)
- ooo. Policy 5511 – Dress and Grooming (Revised)
- ppp. Policy 5517.01 – Bullying (Revised)
- qqq. Policy 5540 – The Schools and Governmental Agencies (Revised)
- rrr. Policy 5540.01 – Investigations Involving Suspected Child Abuse (Revised)
- sss. Policy 5895 – Student Employment (Revised)
- ttt. Policy 7230 - Gifts, Grants, and Bequests (Revised)
- uuu. Policy 7550 – Cooperation with Local Governments (Revised)
- vvv. Policy 8405 – Environmental Health and Safety Program (Revised)
- www. Policy 9130 – Public Requests, Suggestions, or Complaints (Revised)

12. Reports:

- a. Legislative – none
- b. CESA – none
- c. Committee/Seminars – none.
- d. Special Education & Pupil Services Reports presented.
- e. Business Manager’s Report presented.
- f. Superintendent’s Report presented.

13. Adjourn Motion: Alger/Jennerjohn to adjourn at 8:46 PM. Motion carried unanimously.

Date: _____

President’s Signature: _____

On Tue, Aug 2, 2022 at 11:14 AM Erin Hemminger <ehemminger@sbsdmail.net> wrote:

Dear Mr. Tjernagel and Mrs. Ferry,

I am writing to inform you that after much consideration I have regretfully decided not to return to the district this coming year. I truly loved my job and I appreciate the opportunities I have been given, however I do not feel like I am capable of giving it my all mentally or physically right now. I will miss my students and co-workers at Sunrise and hope perhaps in the future I can return in some capacity.

Please let me know what steps I need to take to complete this process.

Thank you and I wish you all the best this coming school year,

Erin Hemminger

Special Education Associate, Sturgeon Bay Schools

2022-2023 Strategic Action Plan & Priorities

Updated 6-15-2022

These three areas and identified priorities are from ongoing work which originated at the 2017 Annual Board of Education and Administrative Team Retreat. The strategic action plan process is intended to provide clarity through annual priority areas, give us targeted items to monitor throughout the year, and provide a document for annual review so adjustments can be made for the following year.

Teaching & Learning

- **4K-12 Literacy Growth**
 - **4K-5** Foundations of Literacy with a reading focus with support from Dr. Nell Thompson
 - **6-8** Literacy instruction supporting content writing with support and guidance from Dr. Nell Thompson
 - **9-12** Literacy Instruction with an emphasis and focus on specific disciplinary literacy strategies

- **Utilize DuFour’s guiding questions to challenge and support “every student every day”—focusing on the PLC questions to continue to guide our work.**
 - What do we want our students to learn? How will we know? How will we respond if they did not learn it OR have already demonstrated proficiency?
 - Implement Co-Teaching Model in select 4K-12 classrooms.
 - Continue use of unit planning templates; begin to utilize lesson planning template in support of Co-Teaching Model.

- **Quality Instructional Practices**
 - **Engage students** in a robust classroom environment that meets students where they are and offers opportunities for students to actively participate in the learning process.
 - **Responsive data-driven practices** provide equitable services that include intervention and enrichment.

Community Engagement

- Engage parents through school-level and district-level opportunities that create strong and positive community and family relationships.
(Examples include but are not limited to increased family involvement in PTO, STEAM Night, family education and support programs, cultural fairs, routine review of Human Growth & Development instruction, theater production selection, etc.)

- Update stakeholders regarding school and district operations through continued use of social media, regular school and district communications, and updates through local media partners.

Finance, Facilities, & Operations

- Continue the short and long-term budget planning process as part of the operational referendum cycle and recent capital referendum to continue the educational programming, appropriate staffing, and responsible capital utilization that the community has come to expect.

- Attract and retain quality staff by supporting growth, continual improvement, and leadership opportunities, as well as implementing strategies approved in recent months and years that consider multiple aspects of compensation.

MEMO

To: Board of Education

From: Lindsay Ferry

Date: August 8, 2022

Re: August 2022 Director of Special Education and Pupil Services Report

Teaching and Learning:

Special Education:

The Special Education team of Sturgeon Bay has met as a team three times over the course of the summer to create streamlined processes in evaluation and IEP development. Specifically, the team has developed the following:

- Standards-Based Goals
- Exit Criteria for Special Education
- Communication Forms for Parents, Teachers, and additional service providers

The Special Education team is eager to begin the school year with 3 ID/Autism programs.

- Megan Mendez is leading the program at Sawyer Elementary.
- Dana Stephenson is leading the program at Sunrise Elementary
- Shannon Fahey will continue to work with the Middle School and High School program

The three teams will meet monthly to collaborate, and work to create a K-12 ID/Autism program that flows from one building to the next. The team is thankful for the work that has already gone into planning and looks forward to continued growth as the year progresses.

Pupil Services Team:

The Pupil Service Team has continued their summer learning around the American School Counselor Association handbook. The team continues to make progress toward creating a K-12 Counseling System for the students in Sturgeon Bay.

The team's next meeting is on Monday, August 15. During this session, the counselors will create their annual goal including action steps needed to meet that goal.

The Pupil Service team continues to plan the new Career Coach/Assessment Support position for the 2022/23 school year. Joan Winkel, current High School Special Education Teaching Associate has moved into this position and will focus on several areas (this list is not exhaustive):

- Create a job board at the front of the high school including open positions in the area.
- Collaborate with area businesses for job skills and training opportunities.
- Design work experiences/internships/youth apprenticeship opportunities with area businesses.
- Create opportunities for Mock Interviews and work 1:1 or in small groups with students to develop resumes.
- Provide support to the Middle School and High School counselors during Assessment season (December-March).

Meetings/Workshops:

Recent and Upcoming meetings include the following:

- August 10: IEP Writing PD
- August 11: CESA Special Education Leadership
- August 16: ASCA Counselor Session
- August 17: WCASS Special Education Leadership
- August 17: Sturgeon Bay Administration Team meeting
- August 18: Special Education Office Team meeting
- August 25: School Counselor 504 Training
- August 29-31: New Teacher Inservice

	Aug (8/1/21)	Sept (9/3/21)	Oct (10/7/21)	Nov (11/2/21)	Dec (12/6/21)	Jan (1/5/22)	Feb (2/1/22)	March (3/1/22)	April (4/4/22)	May (5/3/22)	June (6/1/22)	July (7/1/2022)	August (8/8/22)
Total Students	191	191	186	186	187	188	195	193	196	192	190	191	197
Student Primary Disability Areas													
LD	35	39	39	38	40	40	41	42	44	43	43	43	45
ID	12	11	11	11	11	11	12	10	10	10	10	10	10
SDD	31	31	28	27	27	27	26	25	24	23	24	24	29
AUT	28	28	28	28	27	27	28	28	29	29	27	27	28
EBD	25	23	23	24	24	24	23	25	25	23	21	21	21
S/L	35	36	33	34	33	34	39	39	38	38	39	39	36
HI	3	3	3	3	3	3	3	3	3	3	3	3	2
VI	0	0	0	0	0	0	0	0	0	0	0	0	1
D/B	0	0	0	0	0	0	0	0	0	0	0	0	0
OHI	22	23	21	21	21	21	21	23	25	23	25	26	26
Related Services													
S/L	42	42	40	39	41	40	41	38	40	39	40	40	41
OT	46	50	49	49	48	48	47	46	43	42	36	36	35
PT	11	8	8	8	8	8	8	8	7	7	7	7	8
Private School Students	8	9	9	9	10	10	11	13	13	13	13	13	12
Evaluations initiated													
Initial Evaluations (incl pvt school)	0	0	2	5	5	2	3	3	8	2	2	2	1
B-3 Initials	0	1	0	1	0	0	0	0	1	0	0	0	1
Private School Re-Evaluations (incl re-eval to dismiss)	0	0	0	0	0	1	0	0	0	0	0	0	0
Re-Evaluations (incl re-eval to dismiss)	0	0	4	1	6	1	6	8	3	1	0	0	0
No-Re-evaluation needed (No 3 Yr)	0	0	1	2	3	2	3	5	2	9	1	1	0
Initial Mtgs held	0	0	0	2	3	4	5	3	3	4	5	5	0
Re-Eval Mtgs held	0	0	0	2	4	1	4	4	13	2	2	2	0
New Placements offered	0	0	0	1	2	2	4	3	3	2	3	3	0
Transfer in students (includes students coming back from homeschool)	0	9	1	3	1	0	3	1	2	0	0	0	10
Exits (includes grads, dismissals & students going to homeschool)	0	9	6	4	1	0	3	4	0	5	3	3	5
Dismissal of Services	0	0	0	1	1	0	0	0	2	0	0	0	0
Revocation of Services	0	0	1	0	0	0	0	0	0	0	0	0	0
Moved during Eval	0	0	0	0	0	0	0	0	0	2	0	0	0
504/Health Plans													
Current 504 Plans	34	30	30	30	32	32	33	32	33	33	31	31	31



School District of Sturgeon Bay

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

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Dan Tjernagel
Superintendent

dtjernagel@sturbay.k12.wi.us

August 17, 2022, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Prepared for the meeting packet on August 4, 2022; Additional updates may be added later in section four

1. Teaching & Learning

- a. **Registration opened August 1** – As parents are well aware, the annual registration mailer went out the last week of July in preparation for online registration to open August 1. Online registration has become our “new normal” with school offices able to assist families as school offices resume business hours on August 15.
- b. **August In-service** – New teacher in-service is August 23-25. Regular in-service is August 29-31. Open houses at all schools will be on Tuesday, August 30, from 4:00 – 6:30 P.M. Classes begin on Thursday, September 1.
- c. **Districtwide Open House** – On Tuesday, August 30, all four schools will hold a districtwide Open House event from 4:00 – 6:30 P.M. Rather than reinvent the wheel as to how we ended up with the approach for this year, I’ll copy and paste the note from the all staff in-service schedule below. Board members would certainly be welcome to visit one or more schools if your schedule allows—and if you’re not already in attendance as a parent yourself.

*4:00 – 6:30 Districtwide Open Houses at Sawyer, Sunrise, TJ Walker, & SBHS
These have been scheduled in different ways in the past, but the way the calendar falls this year, we didn’t want to expect some teachers/schools to have to hold Open House on the first day of in-service (Monday) OR on the last day (Wednesday), which is also the night before the first day of school.*

- d. **Annual WASDA Legal Seminar** – July 27-29 was the annual WASDA Legal Seminar at Stone Harbor. The combination of time of year, location, and the conference approach makes this event a highlight for many of my superintendent colleagues around the state. Attorneys from a variety of law firms presented timely information on a wide variety of topics. While many of us realize that we’ve lived in a litigious society for quite some time, events in recent years underscore the impact that litigation is having not only on schools, school districts, and school boards, but on many facets of society.

One of the interesting observations I made was that most, if not all, attorneys at some point in their presentation illustrated the influence of a variety of political groups and topics on so many things confronting those of us who work with and in our schools today. While many of us realize that school districts and school boards should not be political in nature to best serve children, families, communities, etc. we only need to turn on the news or read a news feed to see a variety of political challenges and divisive actions at work in society.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, August 15.
- b. **YMCA Board meetings** – The regular monthly YMCA Board meeting is Thursday, August 18.
- c. **WDOR School Year Preview visit** – I did the year-in-review WDOR call-in show visit on the morning of June 28. I plan to make the usual visit just prior to the start of the school year on August 23, which is also the first day of new teacher in-service.
- d. **Cable TV Advisory Committee meeting** – The group met at city hall to consider approval of the annual budget on August 3. Since I was under the weather that week I excused myself from the meeting.
- e. **County Safety Meeting** – Sheriff Sternard is bringing the various law enforcement entities and county school districts together again on August 15. Joint meetings had become fairly common prior to COVID times, and while the various entities and districts have certainly continued to work together, it will be nice to get the group and a variety of new members to the group together in person again.

3. Finance, Facilities, & Operations

- a. **Professional Staff Salary and Supplemental Pay Guide Annual Review Process** – As communicated in prior years as well as recent months through this report, my suggestion is to move the annual compensation review meeting involving teacher, board, and admin representatives from April to February. I have drafted a meeting agenda very similar to past years and am currently planning to assemble that group as required by the language the board approved back in 2015 on Tuesday, February 7, 2023, but will firm that up with the various attendees after school is in session.

The adapted timeline would allow for an informational update as part of the February board meeting, as well as additional time for discussion or action prior to the April Board meeting when the board approves returning teacher contracts so those can be issued prior to the May 15 statutory deadline. This could also accommodate the consideration of unique situations or requests between the February review meeting or February board meeting and the March learning session evening or March board meeting since having those arise at various points of the year is nearly efficient or effective for all concerned.

As board leadership and I have discussed, I have also prepared information for the board to consider in learning sessions during the year so additional discussion and/or process components could be incorporated into the way we've approached compensation-related topics since the current model was approved in 2015. The board should have multiple opportunities to discuss these related items, correlation to the annual budget, attracting and retaining quality staff, and more in the coming months.

While I assembled the framework in alignment with items I have shared in the past, processes we have followed in the past, and key topics that have arisen for discussion with

the board, board leadership, and/or board representatives, we can modify the suggested approach as the board sees appropriate.

- b. **Board Learning Sessions** – As I’ve communicated previously, when the Board gets together for the September 7 learning session we’ll have the chance to talk about the meeting schedule plus potential topics for the year. As in the past, we will try to find the best blend of a structured schedule with timely topics as we navigate the year.

4. **Additional Items and/or Updates** *(added after I submitted my report for the Board packet)*

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0100 - **DEFINITIONS**

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education also commonly referred to as the School Board.

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

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Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board . (See Bylaw 0170)

District

The School District. **Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.**

District Administrator

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board . (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member

District employees **whothat** are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees **whothat** are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

School Nurse

- **A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.**

School Official

- **A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).**

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

- **Social media are online platforms where users engage with another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.**

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, **even though it is a requirement to hold a special education**

program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0170)

Vice-President

The Vice-President of the Board. (See Bylaw 0170)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. [OPTION: A Board member may be present at a meeting if attending by telephone or other manner of remote access, provided that the meeting is properly held.] No voting by Proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/19/15

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Last Modified by Ann DeMeuse on June 28, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of BYLAWS AND POLICIES
Code	po0131.1
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0131.1 - **BYLAWS AND POLICIES**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute. **In the event of any conflict between these bylaws and policies and any applicable law or regulation, including temporary emergency orders or mandates, the legal authority shall prevail.**

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Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be included in the Board policy manual.

The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The Superintendent shall inform the Board of any such changes at the next regular Board meeting.

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Last Modified by Ann DeMeuse on June 28, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of SELECTION OF DISTRICT ADMINISTRATOR
Code	po0132.1
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0132.1 - **SELECTION OF DISTRICT ADMINISTRATOR**

The Board of Education shall exercise its executive power in part by the appointment of a District Administrator who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of this Board. ~~(118.24, Wis. Stats.)~~

~~118.24, Wis. Stats.~~

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of ADMINISTRATIVE GUIDELINES
Code	po0132.2
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0132.2 - **ADMINISTRATIVE GUIDELINES**

The Board shall delegate to the District Administrator the function of specifying required actions and designing the detailed arrangements under which the **Districtschool** will be operated. These detailed arrangements shall constitute the administrative guidelines governing the **Districtschools** which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this Board. (See Policy 1230.01)

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The District Administrator shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of STUDENT REPRESENTATION AT BOARD MEETINGS
Code	po0141.1
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0141.1 - STUDENT REPRESENTATION AT BOARD MEETINGS

The Board of Education acknowledges the important contributions students can make to the governance of the schools. The Board believes that student participation at Board meetings can provide a better understanding of the needs and concerns of students.

A high school student shall be appointed by the Student Council to serve as a representative to the Board of Education. The student representative shall be selected in accordance with the following guidelines:

- A. The board representative must be a student of junior or senior status.
- B. The board representative will serve for a period of one year.
- C. The board representative shall be appointed by the Student Council from their elected membership.
- D. The board representative shall be required to report back to the Student Council on the activities of all meetings attended.
- E. The Board representative may serve up to two terms.

The representative shall sit at the Board table, answer questions and provide a report to the Board.

The student representative is encouraged to communicate with the students in the high school.

The student representative shall not vote on matters that come before the Board and/or participate in closed sessions of the Board.

Orientation of Student Representative

- An orientation meeting shall be held with the new student representative:

- 1. **() explaining the Board's role and purpose;**
- 2. **() transferring all materials and information;**
- 3. **() explaining the student representative's role on the Board;.**
- 4. **() _____.**

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of NEW BYLAW - VOL. 30, NO. 1 - BOARD MEMBER INFORMATION REQUESTS
Code	po0143.2
Status	Second Reading
Adopted	August 17, 2022

NEW BYLAW - VOL. 30, NO. 1

0143.2 - BOARD MEMBER INFORMATION REQUESTS

It is important for the Board members to be informed about the operation of the District. The administrative team will provide information to keep Board members informed of District operations. As a general rule, information will be distributed to the entire Board.

In order to provide individual Board members with information they request in an effective and efficient manner, the following procedures will be used:

- A. Individual Board members possess all the rights granted to them as citizens of the community, including access to public records. Requests by individual Board members for documents which would be exempt from disclosure to the general public will be presented to the Board for review. The Board will review the request and make a determination as to whether or not the documents will be released to the Board member, consistent with State law.
- B. When a Board member(s) would like the administration to compile information which will require lengthy research and investigation, the request should be submitted to the District Administrator, who will distribute copies to the Board. The request(s) will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent reference.
- C. The District Administrator will discuss with the Board President the validity of any requests as deemed necessary. In making requests for information, data, etc., Board members will make all such requests through Board action unless the request meets the criteria given below:
 1. Individual Board members may request and obtain statistics and reports, etc., that are readily available. All such requests will be submitted to the District Administrator who will have his/her staff gather the information or material.
 - a. Individual Board members may use materials obtained to compile or organize data or statistics to meet their needs.
 - b. Individual Board members may request that materials obtained be disseminated to all Board members.
 2. Board members or committees who request statistics and reports which require substantial investment of time by the administration to fulfill will prepare the request in writing and submit them to the District Administrator, who will distribute copies to the Board. The requests will be reviewed at the next meeting, if possible, by the Board and District Administrator to clarify the request and determine in the context of other priorities if and when the administrative staff should respond to it. The requests, discussion of them, and action indicated will become part of the record of the Board through the meeting minutes for follow-up and subsequent references.
 3. Release of documents to individual Board members will comply with applicable State laws.
 4. The District Administrator will discuss with the Board President the number of requests and legality of requests. The Board may impose limitations on volume, scope, and timing of information requests (other than public records requests) by Board members.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of CONFLICT OF INTEREST
Code	po0144.3
Status	Second Reading
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Last Revised	August 17, 2022

0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family, or any organization with which s/he is associated;
- B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;
- C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

Board Members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.

19.42(7), Wis. Stats.

19.59, Wis. Stats.

946.13, Wis. Stats.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of INDEMNIFICATION
Code	po0144.4
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Adopted	April 17, 2013
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0144.4 - **INDEMNIFICATION**

After consultation with appropriate legal counsel, the~~The~~ Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member or employee to the extent allowed under the law.

895.35, 895.46, Wis. Stats.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of NEW BYLAW - VOL. 30, NO. 1 - BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5
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Adopted	August 17, 2022

NEW BYLAW - VOL. 30, NO. 1

0144.5 - BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District’s governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District’s students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- B. Be familiar with and comply with Board policies, including policies governing Board member conduct and ethics (see Bylaw 0144.2) and Board member conflicts of interest (see Bylaw 0144.3).
- C. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- D. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- E. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- F. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- G. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President’s absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every

case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.

- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether he or she is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

(x) Board Member Use of Electronic Communication Devices Prohibited During Meetings

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or lap top computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records he/she creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether he/she can investigate the matter or contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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Legal 17.13, Wis. Stats.

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Title	Copy of SEXUAL AND OTHER FORMS OF HARASSMENT
Code	po0145
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0145 - **SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board of Education believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. ~~Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.~~ **(See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.)**

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct **based on sex or one of the other Protected Classes referenced above,** is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. ~~111.36(1) Wis. Stats.~~ **(See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)**

The harassment of a District staff member, student **(x)** or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student, **(x)** or another Board member will be subject to discipline by the Board and may be reported to law enforcement authorities. **[NOTE: Select this option only if the Board has adopted Policy 0144.5]. (x) (See Bylaw 0144.5 - Board Member Behavior and Code of Conduct)**

118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats.
P.I. 9, Wis. Adm. Code
Title IX Education Amendments of 1972, Chapter 227

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Legal 118.13, 120.13(1) 111.32(13) Wis. Stats.
 P.I. 9, Wis. Adm. Code
 Title IX Education Amendments of 1972, Chapter 227

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of QUORUM
Code	po0162
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0162 - **QUORUM**

Majority of the full Board members present at a meeting shall constitute a quorum, ~~when no Board vacancies exist; whenever the Board has one (1) or more vacancies, the quorum during that time shall be a majority of the members on the Board. No Board~~ **and no** business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

"Negative Quorum" – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.

"Walking Quorum" – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

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Book	Policy Manual
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Title	Copy of SPECIAL MEETINGS
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0164.2 - SPECIAL MEETINGS

Special meetings of the Board may be called by the President or by the written request of a majority of the members of the Board provided there is compliance with the following notice provision and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting.

~~Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District.~~ A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the **DistrictBoard** office and such other places as the Board may determine.

~~A copy of said notice shall be served upon each member of the Board by personal delivery to the member or his/her residence or by first class mail, at least twenty-four (24) hours prior to the meeting.~~ A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Revised 10/19/16

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Legal 120.11(2), Wis. Stats.
120.43(2), Wis. Stats.

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Title	Copy of AGENDA
Code	po0166
Status	Second Reading
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Last Revised	August 17, 2022

0166 - **AGENDA**

The District Administrator, in consultation with the Board President, shall prepare and submit to each Board member an agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the District Administrator on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public **comment**~~participation~~ during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda and supporting materials should be available, delivered, or mailed no later than five (5) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda and supporting materials for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the District Administrator and provided to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must: (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

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Legal 19.84(3) Wis. Stats

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Code	po0167.1
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0167.1 - **VOTING**

All regular and special meetings of the Board shall be conducted in public. No act shall be valid unless otherwise required by law or Board bylaw consistent with law, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

[OPTION]

The Board's meetings shall normally be held at a location within the School District boundaries at a location that may accommodate public attendance. However, the Board authorizes the Board President to determine in certain circumstances that it is necessary or appropriate to hold a regular or special Board meeting by means of remote or virtual participation in the event that emergency circumstances justify such action. The Board President and Board Clerk shall cause such meetings to be noticed accordingly and assure that such notice contains explicit instructions concerning the method or methods of remote public access to the Board meeting and may include remote Board member participation in such meetings. Any meeting held under this provision may include voting as any other Board meeting may and such votes shall not be invalid because of the remote or virtual nature of the meeting.

The Board President will assure that consideration is given to providing the broadest scope of public access to the meeting where no central location for the meeting at which the public may gather is provided. This may include multiple different technology options so that the lack of technology access for members of the public does not prevent the ability to attend. The Board president shall conduct the meeting so as to facilitate public understanding of the proceedings, including requiring members to identify themselves before speaking, and limiting instances of multiple members speaking at the same time to the extent possible.

[END OPTION]

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

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Legal 19.83, Wis. Stats.

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0167.3 - PUBLIC ~~COMMENT~~PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to wishing to place an item on the agenda shall register their intent with the District Administrator no later than seven (7) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation~~approval~~ of the District Administrator and the Board President.

Public-~~Comment~~Participation-Section of the Meeting

To permit fair and orderly public expression, the Board ~~may~~shall provide a period for public comment~~participation~~ at any~~every~~ regular meeting of the Board and publish rules to govern such comment~~participation~~ in Board meetings.

The presiding officer of each Board meeting at which public comment~~participation~~ is permitted shall administer the rules of the Board for its conduct.

An "Audience to Visitors and Delegations" item will be placed on the agenda of each regular Board of Education meeting and shall be implemented as follows:

- A. Any resident* may make a presentation not to exceed five (5) minutes on any item appearing on the agenda
- B. Any resident may make a presentation not exceeding five (5) minutes on any item not on the agenda, however that item will not be acted upon at the same Board meeting;
- C. Any resident* delegation (defined as more than two persons speaking on the same topic) may make a presentation not to exceed ten minutes on any item appearing on the agenda; and
- D. Any resident delegation may make a presentation not to exceed ten minutes on any item not on the agenda, however that item will not be acted upon by the Board at the same meeting.

The Board shall not discuss or act upon any item of business not included in the public notice of the meeting. If a subject that was not specifically noticed comes up at a board meeting, the Board shall refrain from engaging in any form of information gathering or discussion or from taking any action that would deprive the public of information about the conduct of governmental business. When hearing citizen concerns regarding matters not specifically included on the noticed meeting agenda, the Board shall limit itself to: (1) answering basic questions from the public that do not require discussion or deliberation, (2) placing the matter on a future agenda, or (3) referring the matter to a district official.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such presentation. The Board shall have the final decision in determining the appropriateness of all such presentations.

Except during the time of "Audience to Visitors and Delegations", no member of the audience shall participate in a discussion by the Board unless invited to do so by a majority of the members of the Board.

The presiding officer may:

- A. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- B. request any individual to leave the meeting when that person does not observe reasonable decorum;
- C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- E. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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Legal 19.90, Wis. Stats.

Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of LEGAL COUNSEL
Code	po0172
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

0172 - **LEGAL COUNSEL**

The Board of Education may employ or retain an attorney or attorneys to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

The District Administrator shall be responsible for seeking legal opinions either at the direction of the Board, the Board President, or at his/her own discretion. The District Administrator may delegate this responsibility as appropriate.

The Board President may seek opinions as required, but should normally direct the District Administrator to carry out this function. No District employee or Board member other than the President shall have the authority to seek an opinion from the District's legal counsel at his/her own direction.

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of CONFLICT OF INTEREST
Code	po1130
Status	Second Reading
Adopted	April 17, 2013
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1130 - **CONFLICT OF INTEREST**

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board has adopted the following guidelines **that are designed to avoid the occurrence or appearance of any to assure that** conflicts of interest **do not occur**. These are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees. Employees are expected to perform their duties in a manner free from conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any **employee,** student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support, provided to students as part of the **administrator's staff member's** regular duties.
 2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees.
 3. the use, sale, or improper divulging of any privileged information through his/her access to School District records, about a student or client gained in the course of the employee's employment
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 5. the requirement of **employees,** students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.

[X] No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to the District Administrator, or in the case of the District Administrator, such notice must be provided to the Board.

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Legal 19.59, 946.13, Wis. Stats.
2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of NEW POLICY - VOL. 30, NO. 1 - WHISTLEBLOWER PROTECTION
Code	po1211
Status	Second Reading
Adopted	August 17, 2022

NEW POLICY - VOL. 30, NO. 1

1211 - WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board expects administrators to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, administrators are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an administrator who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the administrator's immediate supervisor is not responsive or is the employee whose behavior is in question, the administrator should report the alleged misconduct to the District Administrator.

After such a report is made by the administrator, the immediate supervisor or the District Administrator will ask that the report be put in writing.

Any administrator making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the administrator made such a report based on a reasonable and good faith belief that the report is accurate and not based on the administrator's intent to harm, harass, intimidate, or retaliate against another individual.

Administrators are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or to the District Administrator, as appropriate.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the administrator shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
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1213 - **STUDENT SUPERVISION AND WELFARE**

Administrative staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrative staff member. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

An administrative staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District Administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following:

- A. An administrator shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. Each administrative staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. An administrative staff member, other than the District Administrator, shall not transport students in a private vehicle without the approval.
- D. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- E. An administrator shall not send students on any personal errands.
- F. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A student shall not be required to perform work or services that may be detrimental to his/her health.

I. Administrative staff members shall not engage students in social media and online networking media for personal reasons but may engage students as part of an approved educational plan by the District Administrator.

J. **Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.**

Since most information concerning a child in school other than directory information described in policy 8330, is a confidential student record under Federal and State laws. Any administrative staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

Pursuant to the laws of the State and Board Policy 8462, each administrative staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 9/16/15
Revised 12/19/18

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Legal 48.981, 948, 948.095 Wis. Stats.

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Title	Copy of EMPLOYMENT OF THE DISTRICT ADMINISTRATOR
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Last Revised	August 17, 2022

1220 - **EMPLOYMENT OF THE DISTRICT ADMINISTRATOR**

The Board ~~of Education~~ vests the primary responsibility for administration of this District in the District Administrator of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of District Administrator shall be vacant, the Board shall appoint a District Administrator of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of District Administrator. It may be aided in this task by:

- A. the services of professional consultants;
- B. the counsel of the out-going District Administrator;
- C. the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of District Administrator;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of District Administrator.

No person may be employed as District Administrator of this District unless s/he has the proper Wisconsin certification or has applied for certification as a **District Administrator** ~~superintendent~~ in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as District Administrator of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the District Administrator shall be paid and the intervals at which s/he shall be paid;

Book	Policy Manual
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Title	Copy of INCAPACITY OF THE DISTRICT ADMINISTRATOR
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1260 - INCAPACITY OF THE DISTRICT ADMINISTRATOR

It is the duty of the Board of Education to appoint an interim District Administrator by a majority vote of the Board upon determination that the District Administrator is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the interim District Administrator who shall serve pending further determination of the~~until the~~ District Administrator's ability to perform assigned duties and functions~~incapacity is removed~~ or until the expiration of~~the District Administrator's~~ employment ends and a new District Administrator assumes office~~contract~~. S/He shall perform all of the duties and functions of the District Administrator, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination~~for cause by majority of the full membership of the Board~~.

The Board will exercise its authority under law to determine the incapacity of the District Administrator and to place him/her on leave for a physical or mental condition that affects the District Administrator's ability to perform assigned duties in conformance with the law. The Board may require that the District Administrator submit to an appropriate examination by a healthcare provider of the District Administrator's choice, a healthcare provider designated and compensated by the District, or both~~upon certification of a physician selected and compensated by the Board~~.

The District Administrator will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board and to allow the Board to speak to the health care provider who conducted the medical examination if clarification is needed. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

If the Board determines that the District Administrator is unable to perform the duties of his/her office, s/he may:

- A. at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated but unused sick leave and any advancement of such sick leave which may be authorized by Board policy; or
- B. at his/her request, be placed on a leave without pay.

As required by Federal law and regulation and Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Board shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the District Administrator is found to be unable to perform assigned duties, the District Administrator may be placed on leave of absence until such time as the District Administrator is able to return to performance of the position or other action is taken.

Should the District Administrator refuse to submit to an examination such action constitutes insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave shall not extend beyond the contract of the District Administrator.

The District Administrator shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the District Administrator to establish to its satisfaction that s/he is capable of resuming such duties on a full-time basis.

The Board may demand that the District Administrator return to active service, and upon medical documentation that the District Administrator is able to resume his/her duties.

Revised 9/16/15

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of JOB DESCRIPTIONS
Code	po1400
Status	
Adopted	April 17, 2013
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1400 - **JOB DESCRIPTIONS**

The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional and support staff positions. Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained in the district office.

The job description of the District Administrator shall be included in the Board policy manual. All ~~other~~ job descriptions **of non-licensed administrators** shall be approved by the District Administrator and will be maintained District Office.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

Each job description shall include the requirement that the staff member serve as a positive role model for students and to help instill in students the belief in and practice of ethical principles and democratic values.

[x] Each job description shall include a statement that reserves the authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.

During the revision of a job description, the District Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who are affected by that job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

[] The District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

2260.02 - ENGLISH LANGUAGE PROFICIENCY

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (EL), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The Middle School Principal _____ shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of English Learner (EL) students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as English Learners will be identified by the District using the following process:

- 1. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey (see Form 2260.02 F1).**
- 2. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.**
- 3. (x) If deemed appropriate, the student may undergo an academic assessment to confirm identification.**

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency (ELP) 6 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

~~The District will provide programs for English Learners (ELs)/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.~~

~~Parental Notification and Consent~~

~~If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.~~

~~No student will be placed in the LEP Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in their native language. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to compete with mainstream English language speakers, as identified below, and the student may exit the program.~~

~~The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.~~

~~Assessing Academic Achievement and English Language Proficiency~~

~~An EL student may not be exempted from academic assessments based on their EL status. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.~~

~~All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.~~

~~EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.~~

~~Exit Procedures~~

~~Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.~~

~~ELL students with the language skills necessary to compete will:~~

- ~~1. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;~~
- ~~2. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests;~~
- ~~3. meet or exceed District guidelines in their academic subjects.~~

~~Students may be identified as reaching these English proficiency standards by either:~~

- ~~1. receiving an ELP 6 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or~~
- ~~2. The Special Education Director/Pupil Services Director _____ [Director of Pupil Services] may also consider reclassification of an EL student in grade four or above as fully English proficient if the~~

District has sufficient evidence on file establishing:

1. **the student has attained at least an ELP 5 on an annual assessment and/or earned a 4.5-4.9 then be reclassified using multiple indicator protocol on an annual assessment; and**
2. **the student can demonstrate his/her understanding of the English language; and**
3. **the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and**
 - a. language artifact portfolio b. classroom observation protocol**
4. **the parents and educators agree that the student has reached full English proficiency.**

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be

[NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS.]

[x] [OPTION #1]

(x) given the opportunity to review the ELP assessment with the

(.) building principal.

(.) District Administrator.

(x) Lindsay Ferry ~~Special Education Director/Pupil Services Director~~ _____.

[.] The Special Education Director/Pupil Services Director _____ [insert title of person selected above] (.) shall (.) may

(x) recommend additional assessment.

(.) permit the student to remain in the EL program for up to _____ additional weeks.

(.) provide the student with tutorial support for _____ weeks.

(.) confirm the formal reclassification of the student.

[.] [OPTION #2]

[District shall designate options for what to do if a parent disagrees with an assessment:]

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. The documentation will include, at a minimum: grade level, ELP composite score, and two (2) or more pieces of evidence.

[NOTE: END OF OPTIONS]

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

[x] The Middle School Principal _____ [Director of Pupil Services] will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that ELL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

Counseling Services for Students Who Are Limited English Proficient Students and/or Sensory Impaired will be provided.

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency and/or is sensory impaired should be able to communicate his/her ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient and/or sensory impaired.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient and/or sensory impaired.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

[x] To contact someone regarding limited English proficient and/or sensory impairment services, please contact:

Mark Smullen
(Name)

Middle School Principal
(School District Title)

920-746-2803
(Telephone Number)

920-746-3885
(Fax Number)

19 N 14th Ave., Sturgeon Bay, WI 54235
(Office Address)

Lindsay Ferry
(Name)

Special Education Director/Pupil Services Director
(School District Title)

920-746-2804
(Telephone Number)

920-746-3888
(Fax Number)

1230 Michigan Street, Sturgeon Bay, WI 54235
(Office Address)

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

~~The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.~~

~~The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities. The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:~~

- ~~A. an effective instructional program and supportive services appropriate to meet the needs of the student;~~
- ~~B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and~~
- ~~C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.~~

~~School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources. EL students will no longer be considered limited English proficient when they have the language skills necessary to compete with mainstream English speakers. The District Administrator shall establish administrative guidelines that provide the:~~

- ~~A. standards for reclassification/exit decisions;~~
- ~~B. process for monitoring and maintaining documentation on the exiting student for two (2) years;~~
- ~~C. access for students to re-enter a bilingual or EL program if there is evidence that the reclassification decision was premature;~~
- ~~D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;~~
- ~~E. opportunity for the parent(s) to appeal the exit or re-entry decision.~~

~~The District will include in its annual report to the public information required by statute regarding the performance of EL students.~~

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Legal P.I. 13 Wis. Admin Code
115, 118.13, 118.30(2), Wis. Stats.

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Book	Policy Manual
Section	Vol. 30, No. 1 - Technical Corrections - Dec. 2020
Title	TECHNICAL CORRECTION - VOL. 30, NO. 1 - PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Code	po2261.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

TECHNICAL CORRECTION - VOL. 30, NO. 1

2261.01- PARENT AND FAMILY ENGAGEMENT~~MEMBER PARTICIPATION~~ IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year the District Administrator shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:
 - 1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - 2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 - 3. strategies to support successful school and family interactions;
- E. use the findings of the above-referenced evaluation to:
 - 1. design evidence-based strategies for more effective parental involvement; and,
 - 2. revise the parent and family member engagement policy, if necessary;
- F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family member engagement policy;

- G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children) including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;
- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

- A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- B. Supporting programs that reach parents and family members at home, in the community, and at school.
- C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.
- E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The District Administrator must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.

D. Parents of participating students must be provided with:

1. timely information about the Title I program and the school's parent and family member engagement policy;
2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.

E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the District Administrator.

F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:

1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.

H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the District Administrator and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);
- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

Book	Policy Manual
Section	Vol. 30, No. 1 - Technical Corrections - Dec. 2020
Title	TECHNICAL CORRECTION - VOL. 30, NO. 1 - TITLE I SERVICES
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TECHNICAL CORRECTION - VOL. 30, NO. 1

2261 - TITLE I SERVICES

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Elementary and Secondary Education Act of 1965, as amended.

The District Administrator shall prepare and present to the Department of Public Instruction (**DPI**) a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.

A. Assessment

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school, in Title I schools that qualify as schoolwide schools, and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, ~~(-) charter school leaders~~ **[NOTE select if the District has charter schools]**, administrators, and other appropriate school personnel involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1116 of the Act.

D. Supplement Not Supplant and Comparability of Services

Title I funds will be used only to supplement, not supplant, State and local funds. The District will document its compliance with the supplement not supplant provisions by using ~~a written~~ methodology **provided by the Wisconsin DPI** that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding.

The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District. The determination of comparability of services will not take into account unpredictable changes in student

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of SCHOOL COUNSELING AND ACADEMIC CAREER PLANNING
Code	po2411
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

2411 - **SCHOOL COUNSELING AND ACADEMIC CAREER PLANNING**

The Board requires that a planned program of guidance and counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

- A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;
- B. assist students in achieving their optimum growth;
- C. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. **The District shall inform parents in each school year about what academic and career planning services their child receives.**

The District Administrator shall implement the school program which carries out these purposes **(x)** and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. provides that an appropriate amount of time and effort shall be given to providing guidance and counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;

H. establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

[DRAFTING NOTE: Due to the wide variety of potential components of individual plans, it is not practical to include all such options within this template. The Wisconsin Department of Public Instruction has published "ACP in Wisconsin: Implementing Academic and Career Planning" as well as an "Academic and Career Planning Template" that provides tools for Districts to develop individualized plans as required by policy.]

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121.02(1)(e), Wis. Stats.

P.I. 8.01(2)(e), Wis. Adm. Code

P.I. 26.03(1)(b)(1), Wis. Admin. Code

34 C.F.R. 100.3(b)

34 C.F.R. 106.36

34 C.F.R. 104.37(b)

28 C.F.R. 35.130

Vocational Educational Guidelines, Appendix B, Title 6

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Revised 11/16/16

Revised 11/15/17

Revised 5/16/18

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Legal	121.02 (1)(e) Wis. Stats.
	P.I. 8.01(2)(e), Wis. Adm. Code
	34 C.F.R. 100.3(b)
	34 C.F.R. 106.36
	34 C.F.R. 104.37(b)
	28 C.F.R. 35.130
	Vocational Educational Guidelines, Appendix B, Title 6

Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of HOMEBOUND INSTRUCTION PROGRAM
Code	po2412
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

2412 - **HOMEBOUND INSTRUCTION PROGRAM**

Subject to applicable State and Federal law, the Board may provide, individual instruction to students of legal school age who are unable to attend classes because they are temporarily not in the physical or mental condition to do so. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information:

- A. the nature of the medical condition;
- B. the probable duration;
- C. present evidence of the student's inability to participate in an educational program;
- D. indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student's parent is requesting that the IEP Team reconvene;
- E. indicate whether the student currently has a Section 504 Plan;
- F. indicate whether the student should be evaluated for an IEP and/or Section 504 Plan;
- G. indicate whether the student is or will become a school-age parent;
- H. indicate whether homebound study is requested as part of a program or curriculum modification.

Requests for homebound instruction will be considered by the District Administrator. The District Administrator will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with **an IEP or a** Section 504 Plan, homebound instruction will commence as provided in the applicable Plan.

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Legal 118.15(3)(a), Wis. Stats.

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Section	For Board review 30.1
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
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2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board **of Education** respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

~~Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual~~

~~materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.~~

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

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

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

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

The notice shall provide the following:

1. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
 2. the administration of any survey by a third party that contains one or more of the items described in A through H above
2. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

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

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

Parent Rights - Inspection of Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

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

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Legal 20 U.S.C. 1232g, 20 U.S.C. 1232h

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Book	Policy Manual
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Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
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Adopted	April 17, 2013
Last Revised	August 15, 2018

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name, **logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District, including but not limited to facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.**

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of the School District or any other name which would associate an activity with the District.

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of REVISED POLICY - VOL. 29, NO. 2 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)
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Adopted	August 17, 2022

REVISED POLICY - VOL. 29, NO. 2

2460.03 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 2. The examiner must be located within **(x) 100 miles (.) _____ miles (x) the CESA 7 region [END OF OPTIONS]** of the District and must conduct the evaluation within District boundaries. **[Drafting note: Districts must determine what is an appropriate distance for their region.]**
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.

5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.

6. The same criteria apply to both public and independent examiners.

D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.

~~**[Drafting note: Districts should determine whether the \$400.00 amount fits their circumstances. The cost of the IEE must be stated in the policy, otherwise the cost is not limited]**~~

E. The District will permit parents to show that unique circumstances justify an IEE that exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Last Modified by Ann DeMeuse on July 12, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	PROGRAMS FOR STUDENTS WITH DISABILITIES Copy of EXCEPTIONAL EDUCATION NEEDS
Code	po2460
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

2460 - **PROGRAMS FOR STUDENTS WITH DISABILITIESEXCEPTIONAL EDUCATION NEEDS**

The Board **of Education** shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child. **~~A special education handbook shall meet legal requirements and outline specific policies and procedures relative to the implementation of programming for students with disabilities. Such handbook shall be adopted annually by the Board.~~**

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.

~~Such handbook shall be adopted annually by the Board.)~~

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take state required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

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Legal 66.30, 115.78 et seq., Wis. Stats.
P.I. 11, Wis. Adm. Code IDEA, 20 U.S.C. 1400 et seq.

Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of NEW POLICY - VOL. 30, NO. 1 - (x) LIBRARY MEDIA CENTERS () INSTRUCTIONAL MATERIAL CENTERS () LIBRARIES
Code	po2522
Status	Second Reading
Adopted	August 17, 2022

NEW POLICY - VOL. 30, NO. 1

2522 - (x) LIBRARY MEDIA CENTERS () INSTRUCTIONAL MATERIAL CENTERS () LIBRARIES

The Board believes that school (x) library media centers () instructional material centers () libraries [END OF OPTION] are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a (x) library media center () instructional material centers () libraries [END OF OPTION] in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school (x) library media centers () instructional material centers () libraries [END OF OPTION] are:

- A. (x) To support and enrich the District's standards and benchmarks;:-
- B. (x) To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;:-
- C. (x) To provide a comprehensive and coordinated collection of current resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;:-
- D. (x) To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;:-
- E. (x) To promote and support the appropriate use of technology for interpreting and communicating intellectual content;:-
- F. (x) To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;:-
- G. (x) To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;:-
- H. (x) To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator shall establish procedures () consistent with the District's long range plan for library services development [END OF OPTION] related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Requests, Suggestions, or Complaints

Challenges to instructional materials shall be handled in accordance with Policy 9130 - Public Requests Suggestions, or Complaints.

Parental/Police Access to Library Information Instructional Material Center Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's libraries instruction material centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request (see Form 2416.01 F1), library instruction material center **[END OF OPTION]** records relating to the use of the library's center's **[END OF OPTION]** documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library material center **[END OF OPTION]** shall disclose to the officer records produced by a surveillance device under the control of the library center **[END OF OPTION]** that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges ~~and the Student Handbook.~~

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.
PI 6, 8

Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po2700.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

2700.01 - **SCHOOL PERFORMANCE REPORT AND ACCOUNTABILITY REPORTS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the school district. To this end, the Board has adopted this policy.

State School Performance Report

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. By May 1st, the Board shall distribute copies of the report to those who have requested, the report including, students enrolled in charter schools located in the District, that have requested the report.

(X) Per the Wisconsin Department of Public Instruction, the District may use links to the WISEdash Public Portal to meet the electronic State School Performance Report requirements.

The annual school and School District report shall be made available on the District's internet website for public viewing.

The report shall generally include the following information, as required or modified by the State Superintendent:

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade and graduation rates
- C. ~~percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses~~
- D. ~~percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce~~
- E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled
- F. staffing and financial data information
- G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and
- H. method of reading instruction used in the District

Title I Provisions of the School Performance Report

In any year that the District receives Title I funding, its school performance report must also include the following information: **regarding the delivery of Title I services as described in Policy 2261.03. You could add this line and remove the detail if you choose. It would need updating less if you made this change.**

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall ~~employ substitutes~~ **make appropriate arrangements to assure the availability of substitutes** for assignment as services are required to replace temporarily-absent regular staff members and **to temporarily** fill new positions. ~~() Substitute personnel hires shall be approved by the Board. [END OF OPTION]~~ **(x) The Board shall approve all arrangements for the provision of substitutes. [END OF OPTION]** Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as ~~permitted by law~~ **the District Administrator deems appropriate**. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer **competitive** compensation at a rate set ~~annually~~ by the Board.

~~**[] The employment of substitute staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Approval by the Board shall be obtained at the next regular Board meeting. [DRAFTING NOTE: include only if the option above is selected and the Board is required to approve substitute hires.]**~~

~~**[] The Board will not employ the spouse or child of any Board member.**~~

~~**[] The Board will not employ the**~~

~~**() children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.**~~

~~**() children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time support employee.**~~

~~**[] Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.**~~

~~**[] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.**~~

~~**() Preference will be given to candidates for substitute employment who are residents of this School District.**~~

Legal

118.19, Wis. Stats.

P.I. 3.03(8), Wis. Adm. Code

Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of JOB SHARING
Code	po3120.10
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3120.10 - **JOB SHARING**

The Board recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process. Job shares that are a benefit to student learning may be considered by the District Administrator.

(x) ~~In addition, T~~he District will consider job share requests **that are in the District's best interests considering the educational program, and whether** ~~only if~~ the cost (including benefits) of employing two (2) staff members on a ~~part~~**half**-time basis ~~does not~~ exceed the cost of employing one full-time staff member. Both staff members are required to attend building level and District meetings and training sessions at no additional cost.

(x) ~~Part~~**Half**-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

(x) The Board authorizes the District Administrator to create a job-sharing program provided it does not impact adversely on the District or any current staff member.

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Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of REDUCTION IN STAFF
Code	po3131
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3131 - **REDUCTION IN STAFF**

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The District Administrator shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction once positions have been identified, will be based on the following considerations:

- A. qualifications of the employees being considered for reduction;
- B. performance of employees, based on performance evaluations;
- C. input from direct supervisors;
- D. and, if deemed appropriate by the District Administrator, the length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

No employee that is reduced shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no employee is entitled to a future position or is provided any preference over other applicants. Staff, whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

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Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of REDUCTION IN STAFF
Code	po3131
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- B. performance of employees, based on performance evaluations;
- C. input from direct supervisors;
- D. and, if deemed appropriate by the District Administrator, the length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

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Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming [Select one of the following options] () the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration (x) the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances. (End of Options)

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.

I. A student shall not be required to perform work or services that may be detrimental to his/her health.

J. **Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student**

Staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, for personal reasons but may engage students as part of an approved educational plan by the Principal.

Since most information concerning a child in school, other than directory information described in policy 8330, is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 6/18/14

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. (X) The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor.

The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of STAFF EVALUATION AND EDUCATOR EFFECTIVENESS
Code	po3220
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3220 - STAFF EVALUATION AND EDUCATOR EFFECTIVENESS

The Board **of Education** is responsible for the employment **and discharge** of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of **developing establishing and implementing** professional staff job descriptions **for Board approval (.) in accordance with Policy 3120.01 – Job Descriptions [END OF OPTION]. [DRAFTING NOTE: Select this option if Policy 3120.01 has been adopted by the Board.] The District Administrator is responsible for implementing approved job descriptions, and** a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principals in the District.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total District program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. evaluate the renewal or non-renewal of individual contracts and to assist in staff assignments.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals

Evaluations shall be conducted each year during the first three years of employment, and at least every third year thereafter, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

The Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.

The administration is authorized to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model

does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

P.I. 8.01(2q), P.I. 47 Wis. Adm. Code
118.225, 118.30, 120.12(2m), 121.02 (1) (q) Wis. Stats.
20 USC 6311

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Legal P.I. 8.01(2q), P.I. 47 Wis. Adm. Code
118.225, 118.30, 121.02 (1) (q) Wis Stats
20 USC 6311

Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of CONFLICT OF INTEREST
Code	po3230
Status	Second Reading
Adopted	June 19, 2019
Last Revised	August 17, 2022

3230 - CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any~~ensure that~~ conflicts of interest ~~do not occur~~. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically require at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- D. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents ~~may not~~**cannot** solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$50 or less.

- F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

discipline in accordance with Policy 3139.

discipline as specified in the Employee Handbook.

the following disciplinary actions: [insert School District's disciplinary actions]

No professional staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family.

Legal

- 19.59, Wis. Stats.
- 946.13, Wis. Stats.
- 2 C.F.R. 200.12
- 2 C.F.R. 200.113
- 2 C.F.R. 200.318
- 7 C.F.R. 3016.36(b)(3)
- 7 C.F.R. 3019.42

Last Modified by Ann DeMeuse on June 22, 2022

Book	Policy Manual
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Title	Copy of OUTSIDE ACTIVITIES OF STAFF
Code	po3231
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3231 - **OUTSIDE ACTIVITIES OF STAFF**

The Board ~~of Education directs the District Administrator to promulgate the following guidelines so that~~ expects professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the ~~Ss~~ School District system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies him or herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - Conflict of Interest).

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. (X) Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. (.) Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
- G. ~~Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.~~
- H. ~~Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.~~

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

- a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
- b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
- c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the District Administrator.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The District Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

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Legal

17 U.S.C. 101 et seq.

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Section	For Board review 30.1
Title	Copy of GRIEVANCE PROCEDURE
Code	po3340
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3340 - **GRIEVANCE PROCEDURE**

Definitions:

- A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
1. the name and position of the grievant;
 2. a clear and concise statement of the grievance;
 3. the issue involved;
 4. the relief sought;
 5. the date the incident or alleged violation took place;
 6. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
 7. the signature of the grievant and the date.
- B. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- C. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- F. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Non-renew language only applies to teachers and license administration

Procedures:

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The oral or written statements of students which would otherwise be hearsay, will be considered by the IHO without the direct testimony of students, if other, non-hearsay information is presented. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Such actions by a Any student, parent, visitor, staff member, Board member, contractor, or agent of the ~~is~~ Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate ~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

~~)(The District Administrator may shall administer implement guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.~~

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Legal Chapter 947, Wis. Stats.

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Section	For Board review 30.1
Title	Copy of UNAUTHORIZED WORK STOPPAGE
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Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

3531 - **UNAUTHORIZED WORK STOPPAGE**

The Board **of Education** is obligated and committed to provide certain basic services to students participating in District programs. ~~Therefore, if the schools are open and the students are in attendance, those basic services will be provided.~~

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services ~~to the schools and will fulfill its obligations to operate the schools when possible.~~

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

111.70(4)(L), Wis. Stats.

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Legal 110.70(4)(l), Wis. Stats.

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of JOB DESCRIPTIONS
Code	po4120.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 20, 2022

4120.01 - **JOB DESCRIPTIONS**

The Board ~~of Education~~ recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for support staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current comprehensive, and coordinated set of job descriptions for support staff positions.

The job description of the District Administrator shall be included in the Board policy manual.

All ~~support staff~~ ~~other~~ job descriptions will be approved by the District Administrator and will be maintained by the District.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

"The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.**01** throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

Each job description shall include the requirement that the staff member serve as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. In particular, each job description shall indicate the staff member's responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

During the hiring process, the current job description for the position for which the individual(s) interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed. The employee's immediate supervisor shall review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the District Administrator may find it necessary to revise job descriptions.

During the revision of a job description, the District Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

~~(.) In addition, T~~he District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

Last Modified by Ann DeMeuse on June 23, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of ASSIGNMENT AND TRANSFER
Code	po4130
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

4130 - **ASSIGNMENT AND TRANSFER**

The Board ~~of Education~~ believes that the careful placement of support staff within the District is vital to the utilization of qualified and competent support staff for the successful functioning of the District.

~~**[DRAFTING NOTE: BE SURE THAT RESPONSIBILITY FOR EMPLOYMENT ISSUES REGARDING SUPPORT STAFF IS CONSISTENT IN POLICIES 4120, 4130, 4139, 4140, AND 4430. ALTHOUGH NEOLA RECOMMENDS THAT THE DISTRICT ADMINISTRATOR BE RESPONSIBLE FOR SUPPORT STAFF EMPLOYMENT ISSUES, THE BOARD CAN LEGALLY RETAIN SUCH RESPONSIBILITY FOR ITSELF. CHECK THAT THE AFOREMENTIONED POLICIES DO NOT CONFLICT WITH EACH OTHER.]**~~

Responsibility for the assignment and transfer of support staff members shall be vested in the (X) District Administrator () Board, () subject to and consistent with any applicable terms of a the Employee Handbook ~~collective bargaining agreement~~.

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
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Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

4131 - **REDUCTION IN STAFF**

It is the responsibility of the Board **of Education** to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

~~)(The District Administrator shall develop administrative guideline for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.~~

Selection of staff for reduction once positions have been identified, will be based on the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 4340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

Staff Furloughs

~~**A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.**~~

~~**In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming [Select one of the following options] () the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration (x) the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances. [End of Options]**~~

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
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Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	Second Reading
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4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with his/her assigned duties and responsibilities which include, but are not limited to following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures
- B. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons, or to interfere with familial relationships that may exist between staff and students.

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. except for approved educational purposes.

I. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube except for approved educational purposes. **This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 6/18/14

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Legal 48.981, 948, 948.095 Wis. Stats.

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Title	Copy of USE OF TOBACCO BY SUPPORT STAFF
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4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

- It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. (X) The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

- It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

- It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

- FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

- (X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

- The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

- The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor.

The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off-District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children, and at all District-sponsored events.~~

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Status	Second Reading
Adopted	June 19, 2019
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4230 - **CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers and agents is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines **designed to avoid the occurrence or appearance of any assure that** conflicts of interest **do not occur**. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in a manner free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate State criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any **employee**, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of **employees**, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents ~~may not~~**cannot** solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$50 or less.

- F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the District disciplinary policies.

discipline in accordance with Policy 4139.

discipline as specified in the Employee Handbook.

the following disciplinary actions: [insert School District's disciplinary actions]

~~No support staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.~~

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In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her public position to obtain a financial gain or anything of substantial value for himself/herself or his/her immediate family.

Legal

19.59, 946.13, Wis. Stats.

2 C.F.R. 200.12

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

7 C.F.R. 3019.42

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Title	Copy of OUTSIDE ACTIVITIES OF SUPPORT STAFF
Code	po4231
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4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF

The Board ~~of Education directs the District Administrator to promulgate the following guidelines so that~~ expects support staff members~~employees to may~~ avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School ~~District~~System, the ~~District Administrator shall~~Board reserves the right to evaluate the impact of such interest, activity, or association upon the support staff member's~~an employee's~~ responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies himself/herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Conflict of Interest).

- A. [x] Staff members~~Employees~~ should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. [x] Staff members~~Employees~~ shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. [x] Staff members~~Employees~~ shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member~~employee~~ has obtained or may obtain by reason of his/her position or authority.
- D. [x] Staff members~~Employees~~ shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. [x] Staff members~~Employees~~ should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. [x] Staff members~~Employees~~ should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

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Book	Policy Manual
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Title	Copy of THREATENING BEHAVIOR TOWARD STAFF MEMBERS
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4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate , or are intended to intimidate, a staff member or are reasonably likely to cause ~~anxiety concerning~~ his/her physical and/or psychological well-being is strictly forbidden. Such actions by anyAny student, parent, visitor, staff member, Board member , contractor or agent of the ~~is~~Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with and in conjunction with school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

~~)(The District Administrator may shall administer implement~~ guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints.~~whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.~~

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Legal Chapter 947, Wis. Stats.

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Status	Second Reading
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4531 - **UNAUTHORIZED WORK STOPPAGE**

The Board of Education is obligated and committed to provide certain basic services to students residing in the School District under its jurisdiction and as contracted. ~~Therefore, if the schools are open and students are in attendance, those basic services will be provided.~~

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services ~~to the schools and will fulfill its obligations to operate the schools when possible.~~

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

[111.70\(4\)\(L\), Wis. Stats.](#)

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Legal 110.70(4)(l), Wis. Stats.

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Title	Copy of ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
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5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District:

- A. The Board will educate, tuition-free, students who are legal residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent or guardian, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students with tuition computed pursuant to 121.83(1)(c) Wis. Stats. (Discretionary as to attendance, and mandatory as to the calculation of tuition.)
- F. Resident students in grades **nine(9) through twelve-(12)** who attend a private school or home-based educational programs shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- G. **Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.**
- H. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- I. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- J. Children of joint custody orders may attend school without payment of tuition if one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.

- K. Foreign students, participating in a bona fide, foreign-exchange program may be admitted consistent with Federal law.
- L. Students, whose parents **reside in the State, but** do not reside within the District, but who present evidence that they will move into the District within **nine (9) school weeks a short period of time**, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- M. Minor students, residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- N. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- O. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time **if the Board determines there is sufficient space in the classroom.**
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:
1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.
 2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the Board may permit the student's enrollment or may deny the enrollment if it finds that the conduct giving rise to the expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
- S. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

Revised 6/18/14
Revised 11/15/17
Revised 12/19/18
Revised 6/19/19

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Legal 118.51, 118.52, 120.13(1), 121.77, 121.78(2)(a), 121.81, 121.84, Wis. Stats.
42 U.S.C. 11431, et. seq.

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5113 - **OPEN ENROLLMENT PROGRAM**

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin which is not a student's district of residence.

B. Non-Resident Student

A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who is a resident of the State of Wisconsin and who pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

E. Part-Time Enrollment

Limited to high school students who may participate in no more than two (2) courses at any time offered by the District.

F. Class Size

Unless otherwise stated in the terms of a collectively-bargained, negotiated agreement, the District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

G. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

H. Resident Student

A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If, after making all Chapter 220 decisions, space is still available, the District will accept open enrollment students.

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings. The District does not require accepted non-resident students to reapply for Open Enrollment.

If the District determines that space is not otherwise available for open enrollment students in the grade level and/or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District and that student's siblings.

If the District determines that space is not otherwise available for open enrollment students in a grade level and/or program to which an individual has applied, however, there is space available for a sibling applying for Open Enrollment in another grade level and/or program, the District may nevertheless accept the applicant for which there is space and a sibling(s) in order to keep siblings together in the same school district when possible and preferred.

The District will establish a numbered waiting list of the balance of the applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

B. Decisional Criteria for Non-resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether there is space available for non-resident transfer students. The School Board shall determine during a regular meeting each January the anticipated space available for the next school year in the schools, programs, classes, and grades of the District. In determining the amount of space available, the District will count resident students, tuition waiver students under 121.84 Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) and are already attending public school in the District.

Other factors the District Administrator shall consider include, but shall not be limited to the following:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
 - c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
 - d. The number of non-resident students currently attending the schools of the District for whom tuition is paid by another district under Section 121.78(1)(a), Wis. Stats.
 - e. The number of resident home-schooled or private school students likely to attend the schools of the District in accordance with Section 118.415, Wis. Stats.
2. Whether an applicant for a pre-kindergarten, early childhood, or school operated day care program resides in a district which offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.

- b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

- 4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), if any, are available in the District. The District shall prepare an estimate of costs associated with providing the special education or related services required by a non-resident student's IEP to the resident school district no later than the third Friday following the first Monday in May, or within ten (10) days of receipt of an application from a student with an IEP under the alternative procedures.
- 5. Whether there is space available in the District for the special education program identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph B. 1. above).
- 6. Whether the non-resident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.
- 7. Whether the resident School Board has been informed that the non-resident student may have exceptional education needs that have not yet been evaluated by a multi-disciplinary team.
- 8. Whether the application of a non-resident student has been denied by the District of which s/he is a resident.

~~(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the non-resident may be returned to the resident school district.)~~

- 9. Whether the nonresident school board has made a determination that a pupil attending the nonresident school district is habitually truant from the nonresident school district during either semester of the current school year, the nonresident school board may prohibit the student from attending the nonresident school district in the succeeding semester or school year, **after complying with the requirements of PI 36.09(2).**

The truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications.

Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Financial burden is determined through review of actual increased expenses relative to providing services specific to the student in question, not including pro-rated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the non-resident school district would impose an undue financial burden on the District.)

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy. A non-resident student may be required to reapply only once.

E. Transportation

The parents or guardians of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site or to a scheduled in-District bus stop, unless the non-resident student is a special education student and transportation is required by his/her IEP.

The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District. The District Administrator shall develop procedures for implementing this provision.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the pupil satisfies at least one of the statutory criteria and has not applied to more than three (3) non-resident school districts. (See AG 5113 – Admission of Students Participating Under Open Enrollment)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

PART-TIME OPEN ENROLLMENT

The Board of Education shall allow non-resident, high school students residing within the State of Wisconsin, and, who qualify, to enroll as part-time students in not more than two (2) courses offered by the District.

The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one (1) or two (2) courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the District Administrator along with a request that a copy of the student's academic and disciplinary records be sent immediately.

The District Administrator shall use the same criteria for enrolling a part-time student into a course as are used for enrolling resident students, except that the District shall give preference in enrollment to resident students. If more applications are received than the District can accommodate, the selection shall be done by a random-selection procedure established by the District Administrator.

Decisional Criteria

Acceptance or denial of non-resident and resident part-time open enrollment applications will be made according to criteria specified and shall be made no later than one (1) week prior to the start of the course.

(Note: In order for a student to participate in open enrollment, both the resident School Board and the non-resident school board must approve the application.)

A. Non-resident Acceptance Criteria

The Board will initially determine approval of applications by non-residents based upon the criteria stated in this paragraph. The applications of non-residents denied under such criteria will be removed from the pool of eligible applications. If, after removing the denied applications, the number of non-resident students, District students, and private or home-schooled students enrolling pursuant to Section 118.145(4), Wis. Stats. applying for a course exceeds the number of spaces available in the course, the Board shall give first priority to District students and then to students enrolling pursuant to Section 118.145(4), Wis. Stats. The remaining non-resident student seats shall be selected on a random basis.

The Board shall consider only the following criteria for non-resident open enrollment applications:

1. The same criteria applied to District students selecting courses.
2. Whether the non-resident student is already enrolled in two (2) courses in the District.

B. Resident Acceptance Criteria

The Board will consider approval or denial of applications of residents enrolled in the high school grades to attend courses in other school districts based upon only the following criteria:

1. Whether the cost of the course would impose an undue financial burden on the District in light of its total economic circumstances.

2. Whether the course would conflict with the IEP of a special education student.

If a student's application is accepted, the parents and the non-resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If the requested course does not satisfy one of the high school graduation requirements specified in Wis. Stat. 118.33, the parents are to be so notified.

The parents of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to the school or to a scheduled bus stop within the District.

The District Administrator shall submit the costs for providing non-resident student(s) instruction in the course(s) to the resident school district for payment as determined by the Department of Public Instruction. Note: These costs may be able to take into account special education or other accommodation costs for a student.

If the application is rejected by the District Administrator, the parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course and provided the reason for the rejection.

RELEASE OF RESIDENT STUDENTS

The Board shall release any resident student who wishes to apply for part-time enrollment in another school district except that the District must refuse to allow a student to enroll if the course conflicts with the provisions of an I.E.P. for the student.

The District may reject the application for enrollment if the costs of the course would create an undue financial burden on the District as defined in Wis. Stats. 118.52(6).

GRADUATION REQUIREMENTS

The District shall determine whether a course taken under the part-time open enrollment program in another district satisfies the District's graduation requirements. When a course does not satisfy the District's graduation requirements the student shall be notified not later than one (1) week prior to the date the course is to begin.

Students who successfully complete courses under the part-time open enrollment program and meet the standards outlined in Policy 5451.01, may qualify for the Wisconsin Academic Excellence Scholarship.

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
 - 1. participation in interscholastic athletics
 - 2. District transportation services
 - 3. transfer of academic credit
 - 4. payment of fees and other charges

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

Revised 1/12/16

Revised 6/19/19

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Legal

118.51, Wis. Stats.

Eis. Adm, Code Ch. P.I. 36

Last Modified by Ann DeMeuse on June 29, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board-approved credit requirements.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements) or a certificate of attendance.

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

Minimum Credit Requirement

A Sturgeon Bay High School diploma shall be granted upon successful completion of a total of at least twenty-six (26) credits including:

- 4 credits in English
- 3 credits in Social Studies
- 3 credits in Mathematics
- 3 credits in Science
- 1.5 credits in Physical Education
- 0.5 credit in Health
- 0.5 credit in Life Skills
- credit in Personal Money Management elective credits to bring the total to at least 26.

Additional requirements include:

- A. 40 hours of documented community service or successful completion of 0.5 credit of Service Learning (accumulation to begin the summer prior to freshman year)
- B. a minimum cumulative GPA of 1.5 after eight semesters of high school enrollment
- C. any other requirements as defined in the administrative guidelines.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Transfer Students

Students who transfer to Sturgeon Bay High School shall not be denied the opportunity to graduate from high school in a timely fashion (four (4) years) because of non-compliance with the above requirements provided that said transfer student has successfully completed all course work previously started in high school and was on schedule (credit-wise) to graduate and in compliance with graduation requirements in his/her previously attended high school.

Students Identified with Special Educational Needs

Students identified with special educational needs or having disabilities as defined in SS. 115 shall not be denied the opportunity to graduate with a Sturgeon Bay High School diploma in a timely fashion for failure to fully comply with the course requirements. Students whose integrated education is guided by an individualized education program (IEP) per SS.115.8 will be graduated with a Sturgeon Bay High School diploma based upon the substantial completion of the course requirements noted above (which may include academic modifications stipulated in the IEP), completion of all other non-modified regular education requirements, and – if required – support of graduation as documented in letters of recommendation from the faculty. These students are entitled to participate in graduation ceremonies. Students whose integrated education is guided by an IEP may be allowed to complete their educational program at the conclusion of Semester 1 of the senior year or up to a year after their senior year with a Sturgeon Bay High School diploma provided this stipulation appears in the current IEP. These students are entitled to participate in graduation ceremonies with their grade-level peers. Students identified with special education who have successfully attended and participated in primarily designated special education programs in the district and have met their IEP requirements may receive a certificate of attendance. Students who receive these certificates are entitled to participate in graduation ceremonies with their grade level peers.

Non-Discrimination

It is the policy of the School District of Sturgeon Bay that no student may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. All vocational education programs follow the district's policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Early Graduation

In exceptional cases, a student may arrange to graduate after completing the first semester of his/her senior year, in accordance with the following procedures:

- A. A student may apply for January (early) graduation during the second semester of his/her junior year. All applications must be received by the last day of school of the junior year.
- B. The request form must be filled out and signed by the student and parent(s)/guardian(s) and turned in to the School Counseling Office.
- C. The request form will be reviewed by the principal and school counselor to ensure graduation requirements are met.
- D. All requests for early graduation must be acted upon by the principal prior to the start of the school year.
- E. Approval of early graduation is contingent upon the student satisfying all credit requirements and completing a three-and-one-half-year (3½) enrollment requirement.
- F. No formal diploma shall be issued or commencement ceremony held in January. Early graduates shall be permitted to participate in spring commencement activities if they so desire. The school records shall indicate completion of all graduation requirements for the purpose of employment or post-high school training.
- G. Early graduates shall not be permitted to take part in any organized school activity (such as athletics, clubs, school dances, field trips, etc.) with the exception of spring commencement activities. They shall, however, be permitted to attend school functions open to the public, just as any other member of the adult community.
- H. Any request to graduate prior to January of the senior year shall be considered on an annual basis.

Commencement Ceremony

Participation. Only those students who have met all district graduation requirements as set forth in this policy, are wearing the prescribed cap and gown, and have complied with all administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Graduation Requirements. See **Minimum Credit Requirement** printed above.

Satisfaction of Obligations. In order for a student to participate in the commencement ceremony, all fines, fees, and similar obligations arising from student participation in school programming must be satisfied by the end of Semester 1 of the student's senior year. If these obligations cannot be satisfied by the end of Semester 1 of the student's senior year, the parent/guardian must work with the principal to develop a plan to satisfy these obligations no later than the last day of the senior year. **A student will be denied participation in the commencement ceremony if a plan is not developed or if the obligations described in the plan are not satisfied by the last day of the senior year.**

Prescribed Cap and Gown. Students who wish to participate in the commencement ceremony must wear the prescribed cap and gown. The only other items allowed to be worn include the valedictorian and salutatorian medallions, high honors and honor cords, and National Honor Society cords/stoles.

Behavioral Expectations. In order to be eligible to participate in the commencement ceremony, a student must:

- A. be registered as a full-time student (enrolled in the equivalent of three full blocks of coursework) in the semester immediately prior to graduation
- B. not have met or exceeded the statutory definition of a habitual truant in the semester immediately prior to graduation.

Approval for Early Graduation. Students who have received Board of Education approval for early graduation are exempt from the eligibility requirements for participation in the commencement ceremony.

Diploma Distribution. The Board of Education shall select the person(s) to present diplomas to the graduating class.

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Legal 115.28, 118.30, 118.33, Wis. Stats.

Last Modified by Ann DeMeuse on June 23, 2022

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Section	For Board review 30.1
Title	Copy of DRESS AND GROOMING
Code	po5511
Status	Second Reading
Adopted	April 17, 2013
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5511 - DRESS AND GROOMING

The Board **of Education** recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall **also apply to establish** the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used: ~~The District Administrator shall develop administrative guidelines to implement this policy which:~~

- A. ~~designate~~ the principal shall serve as the initial as the arbiter of student dress and grooming in his/her building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation. ~~provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;~~

Expressive dress may not be protected speech if it involves:

1. Obscenity
2. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other

communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

[.] Development of (.) dress code (.) uniform requirements

Each school shall engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building-specific dress expectations. The development of the dress code shall be completed using the following guidelines:

A. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;

Students who violate the foregoing rules will not be admitted to class and may be **subject to additional consequences**~~suspended from school.~~

If the clothing cannot be removed **or concealed**, the student may be sent home after contact is made with the student's parent/guardian.

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Legal 120.13(1), Wis. Stats.

Last Modified by Ann DeMeuse on June 29, 2022

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Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
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5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. (X) The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol

or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330--Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.~~

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Legal 120.12(20), Wis. Stats.
254.92, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182
20 U.S.C. 7114

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5517.01 - **BULLYING**

The Board **of Education** is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. **cyberbullies** **hack**ing into or otherwise **gain**ing access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student ~~whothat~~ believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or dean of students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with (x) the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President (-) another Board member (x) the District Administrator (-) either another Board member or with the District Administrator depending on the complainant's preference [END OF OPTIONS], who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this **P**olicy shall be investigated promptly by the **building P**principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of

bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment

or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the ~~School~~ Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Legal

Wis. Stat. 118.46

Last Modified by Ann DeMeuse on July 12, 2022

Book	Policy Manual
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Title	Copy of INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE
Code	po5540.01
Status	Second Reading
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Last Revised	August 17, 2022

5540.01 - **INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE**

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the building administrator of any such investigation. The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental/guardian contact will not impede their investigation. Because such investigations may involve allegations against the student's caretaker(s), the administration must not contact the parents/guardians unless authorized to do so by the investigating agency. **The administration shall cooperate with such a request.**

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Legal Wis. Stats. 48.981

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5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

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

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

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

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

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

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

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

1. An administrator may exercise his/her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by police. A decision whether to take a student into custody is the decision of the law enforcement officer.
3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the

constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.

4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

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

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

3. Accordingly, the administrator shall do the following:
 - a. Require the law enforcement officer to sign in upon arrival at the school and complete a form stating the reasons why questioning may not wait until after school hours. If the officer indicates it is a confidential investigation, officials shall allow access.
 - b. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
 - c. Notify the law enforcement officer that either s/he or a school official will be attempting to contact the student's parent prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.
4. If a law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

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

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

118.257, Wis. Stats.

120.13(35), Wis. Stats.
175.32, Wis. Stats.

Revised 11/15/17

Legal

118.257, Wis. Stats.

120.13(35), Wis. Stats.

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Book	Policy Manual
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5630.01 - **USE OF RESTRAINT AND SECLUSION WITH STUDENTS**

It is the policy of the Board of Education to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the Use of Seclusion and Restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention **feasibleavailable**.
- B. The seclusion lasts only as long as necessary to resolve the risk ~~of~~ physical safety **of the student and others.**
- C. A covered individual maintains constant supervision of the student.
- D. The seclusion room or area is free of objects or fixtures that may injure the student.
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked **or has a lock on it.**

Physical Restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention **feasibleavailable**.
- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint.

D. None of the following maneuvers or techniques are used:

1. those that do not give adequate attention and care to protecting the student's head
2. those that cause chest compression
3. those that place pressure or weight on the student's neck or throat
4. it does not constitute corporal punishment
5. those that place the student in a prone position ~~neither mechanical nor chemical restraints are used~~

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

- A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;
- B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as parent of a pupil, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint ~~is used~~ with or on a student, the Principal or his/her designee shall notify the student's parent or guardian as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

Written notification to the parents/guardian and documentation to the student official school record shall include the following:

- A. the name of the student
- B. name of the staff member(s), any law enforcement officers present for and/or -administering the seclusion or physical restraint
- C. date of the seclusion or physical restraint and the time ~~that of~~ the seclusion or physical restraint began and ended
- D. location of the seclusion or physical restraint
- E. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to seclusion or physical restraint that were attempted; and
- F. documentation of all parental contact and notification efforts

The Principal shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident. ~~The written report shall be retained as a record by the school district and within three (3) business days of the incident, the report shall be made available to the parent for review.~~

The Principal shall meet with the individuals who participated in the incident to discuss the following:

1. the events preceding, during and following the use of seclusion or physical restraint;
2. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;
3. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district within three (3) business days of the incident, and the report shall be sent to the student's parent by 1st class mail, by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the Board by October 1 of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the **second first** time that seclusion or physical restraint is used on a "child with a disability," within the same school year, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) school days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the District Administrator shall create and maintain a record of the training received by the employees and school staff covered by the State law governing Seclusion and Restraint (Act 125).

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for A Violation of This Policy

In addition to any penalty prescribed by law, the District Administrator is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when s/he engages in the conduct, it is his/her conscious objective to do so. A Board employee engages in conduct "knowingly" if, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

Legal

Individuals with Disabilities Education Act, as amended
Wis. Stats. Chapter 115 and 118 (115.787 and 118.305)

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5830 - **STUDENT FUNDRAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led Fundraising for School-Related Organizations

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale, to students, of food **and/or beverages** items **and/or beverages** that will be consumed on campus, the food, and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal.

Fundraising off school grounds may be permitted by the District Administrator or designee.

~~In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.~~

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fundraising shall be done in accordance with Board Policy 9700.

The District Administrator shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;

D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;

E. limit the number of fundraising events.

The District Administrator shall distribute this policy and any administrative guidelines which implement it to each organization granted permission to solicit funds.

Revised 7/15/15

Revised 12/21/16

Revised 11/15/17

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Legal

Wis. Stat. 103.23

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5895 - **STUDENT EMPLOYMENT**

~~The Board of Education believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment.~~

~~Unless exempted by law, no student under the age of eighteen (18) may be employed without a permit issued by the State.~~

~~If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities.~~

The Board of Education believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student occupy a student's full attention and should take precedence over nonschool-related employment.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) eighteen (18) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student must works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.

~~**[] The District Administrator shall prepare guidelines which will ensure that all students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the student assuming out-of-school work commitments.**~~

Permit Officer

[] OPTION 1

~~**The District opts not to serve as a permit officer for the purpose of issuing employment permits to minors.**~~

[x] OPTION 2

Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates Administrative Assistants _____ (insert title) to serve as the permit officers.

The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the

requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.

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103.70 et seq., Wis. Stats.
Wis. Admin. Code DWD 270

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Legal 103.70 et seq., Wis. Stats.

Last Modified by Ann DeMeuse on July 20, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of BORROWING
Code	po6145
Status	
Adopted	April 17, 2013
Last Revised	August 17, 2022

~~6145 – BORROWING~~

~~Upon a two-thirds (2/3's) affirmative vote of the entire membership of the Board of Education, the Business Manager shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of 67.12(8). Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.~~
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Legal 66.0607(7) Wis. Stats.
67.12, Wis. Stats.

Last Modified by Ann DeMeuse on June 27, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of NEW POLICY - VOL. 29, NO. 2 - DEBT MANAGEMENT
Code	po6147
Status	First Reading
Adopted	August 17, 2022

6147 - **DEBT MANAGEMENT**

Statement of Purpose

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

Scope

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

Objective

The primary objective is to ensure prudent debt management practices which:

- A. maintain financial stability
- B. preserve public trust
- C. minimize or stabilize costs to taxpayers Preserve access to financial markets
- D. demonstrate adequate administrative oversight of debt program to credit rating agencies

Types of Authorized Debt

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

Bond or Note Anticipation Notes

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five years.

General Obligation Bonds

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrevocable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

Refunding Bonds

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

Promissory Notes

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty years following the original date of such outstanding notes.

Temporary Borrowing

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

Debt Limit

The District has the power to contract indebtedness for purposes specified by statute.

Procedures for Borrowing

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, including short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the () District Administrator () Business Manager () _____ to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

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Legal 66.0606, 67.12, Wis. Stats.

Last Modified by Ann DeMeuse on June 27, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of STUDENT ACTIVITY FUND
Code	po6610
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

6610 - **STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular, and extra-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor's recommendations.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

Each activity covered by this policy must be recognized by the Board before monies can be collected or disbursed in the name of said activity. The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

The Business Manager shall be the Treasurer of the student activities fund. S/He may delegate responsibility to a financial secretary. Fundraising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630. Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

All monies accumulated in the account of a specific class or activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the District Administrator.

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Legal 120.16(2) Wis. Stats.

Last Modified by Ann DeMeuse on July 5, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board ~~of Education~~ is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the ~~approval~~**acceptance** and administration of gifts, grants, and bequests on the basis of ~~sex~~, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, **sex (including transgender status, change of sex, or gender identity)**, or physical, mental, emotional, or learning disability (**"Protected Classes"**). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in AG 2260B.

All gifts, grants, or bequests that are ~~approved~~ **accepted** will be **formally** acknowledged ~~by the Board~~ at a Board meeting.

The Board ~~Building Principal/Director~~ shall provide written acknowledgment to the donor of any accepted cash donation of ~~\$250~~ **\$250** or more and any non-cash donation the value of which is ~~\$250~~ **\$250** or more. **When requested, s**uch acknowledgment shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

~~The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.~~

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

~~Any equipment purchased by a parent organization for use in the school, on District property, or at a District related event **with a value of \$ _____ or more** shall be submitted to the Board **for approval**, prior to purchase ~~()~~, so it can determine if the District would incur any liability by its use.~~

Any equipment proposed to be purchased by a parent organization or non-district entity for use in the school, on District property, or at a District related event shall be submitted to the District Administrator for analysis prior to the purchase and recommendation to the Board for consideration of approval.

(X) The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

Legal

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

Last Modified by Ann DeMeuse on July 13, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

7230 - **GIFTS, GRANTS, AND BEQUESTS**

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~~The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.~~

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event **with a value of \$ _____ or more** shall be submitted to the Board **for approval**, prior to purchase, ~~(-)~~, so it can determine if the District would incur any liability by its use.

(X) The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

Legal

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

Last Modified by Ann DeMeuse on July 11, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	Second Reading
Adopted	December 18, 2019
Last Revised	August 17, 2022

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. (X) The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(X) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor.

The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

~~The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off-District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.~~

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Legal 120.12(20), Wis. Stats.
111.321, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182

Last Modified by Ann DeMeuse on June 27, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of NEW POLICY - VOL. 29, NO. 2 - SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)
Code	po7440.03
Status	Second Reading
Adopted	August 17, 2022

NEW POLICY - VOL. 29, NO. 2

7440.03 - Small Unmanned Aircraft Systems (sUAS)

[] Option 1

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, this prohibition also applies to the operation of a drone at any Wisconsin Interscholastic Athletic Association (Association) event that is conducted on property owned or leased or contracted for by the Board and is pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies.

Any individual who violates this policy () may be () shall be referred to local law enforcement and/or subject to discipline, if an employee or student.

[End of Option 1]

[x] Option 2

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the District Administrator.

Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

~~() (See AG AG 7440.03 — Small Unmanned Aircraft Systems)~~

~~Failure to adhere by applicable regulations () and AG 7440.03 may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.~~

[End of Option 2]

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Legal 14 C.F.R. Part 107

Last Modified by Ann DeMeuse on July 11, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of JOINT USE OF FACILITIES/INTER-LIBRARY LOANS
Code	po7550
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

7550 - ~~COOPERATION WITH LOCAL GOVERNMENTS~~**JOINT USE OF FACILITIES/INTER-LIBRARY LOANS**

The Board will consider ~~of Education advocates the joint expenditure of~~ collaboration between the District ~~funds~~ and other local municipal or county governments for joint funds to provide those facilities, services, or programs from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall evaluate and consider, as either opportunity or need arises, and as it is entitled to do so by law, whether to pursue joint projects with other governmental entities ~~each or all of the governing bodies comprising the District, the Board of County Commissioners, or other school districts or educational institutions~~ in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

~~The Board also authorizes District participation in Inter-Library Loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that school district.~~

66.0301, Wis. Stats.

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Legal 43.72, Wis. Stats.

Last Modified by Ann DeMeuse on July 5, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	April 17, 2013
Last Revised	June 18, 2014

8390 - **ANIMALS ON DISTRICT PROPERTY**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. **(x) "Therapy Dog": Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC)**

Vaccination, Licensing and/or Veterinary Requirements

All animals, including service animals, housed on District property or brought on District property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have an animal in his/her classroom shall:
1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

[OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]

(.) Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the (x) District Administrator (x) building principal (x) Therapy Dog Coordinator [END OF OPTIONS] provided the following conditions are met each year:

1. **Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.**
2. **Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.**
3. **Documentation that the therapy dog is not younger than one (1) year-old and is properly licensed according to local requirements.**
4. **Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.**
5. **Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.**
6. **Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds.**
7. **Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.**

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the (.)

District Administrator (x) Therapy Dog Coordinator . Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the District Administrator.

[END OF OPTION]

Service Animals for Students

The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

Required Documentation

The following documentation must be required prior to a service animal being allowed at school or other Board property:

- A. Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal;
- B. Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property.
- C. Criminal background check for handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board.

The Principal will be responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the disabled student anywhere on the school campus where students are permitted to be.

Removing and/or Excluding a Student's Service Animal

In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Principal will also be responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal will be responsible for documenting such behavior and for determining that the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator **prior to or as soon thereafter as is practicable** when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights.

Eligibility of a Student's Service Animal for Transportation

In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and their accompanying service dog to access District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access District transportation.

Before a service animal is permitted to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall comply with the following:

- A. The Principal shall schedule a meeting so that the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, can meet with the driver and bus assistant, if any, and the Transportation Supervisor. The student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation.
- B. The Principal shall make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal must participate in bus evacuation drills with the student.
- D. The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus.
- E. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, to determine whether the service animal should be secured on the bus with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the District Administrator.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123 and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the District shall provide a reasonable accommodation for a qualified individual with a disability. An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. As required of all animals under this policy, an employee with a disability who will have a service animal as an accommodation will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go.

Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events. If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

Revised 10/16/13

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Legal

28 C.F.R. 35.104, 28 C.F.R. 35.136

Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)

The Americans with Disabilities Act (ADA)

The Individuals with Disabilities Education Act (IDEA)

Last Modified by Ann DeMeuse on July 11, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of NEW POLICY - VOL. 29, NO. 2 - STUDENT MENTAL HEALTH SERVICES
Code	po8395
Status	Second Reading
Adopted	August 17, 2022

NEW POLICY - VOL. 29, NO. 2

8395 - STUDENT MENTAL HEALTH SERVICES

The Board understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible.

The District will assist in facilitating students' access to mental health services ("Services"), when appropriate **(x)** through the ~~Student~~ Pupil Services Director or his/her designee ~~Department~~ and in conjunction with ~~The Stride Program, a _____ from~~ licensed agencies at the school **[END OF OPTION]**. These Services are intended to provide support to a student in a way that minimizes intrusion into the student's day and are not intended to replace services provided by a teacher, paraprofessional, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

School District Mental Health Professionals

The Student Services Department is available to assist students with mental health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

(x) The Board may provide access to ~~shall make available~~ mental health professional staff members to assist students in receiving specified Service, including:

- A. **[x]** Alcohol and Other Drug Abuse (AODA), including, where available, specialization within the AODA field consistent with school community needs;
- B. **[x]** Depression, anxiety;
- C. **[x]** Survivors of abuse;
- D. **[x]** Self-harm compulsion and/or suicidal ideation;
- E. **[]** Other.

[END OPTION]

Student Services shall maintain information regarding community-based and other types of mental health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to provide continuity of services in and out of school. All Services provided by and/or coordinated by Student Services shall be available to students who participate only on a voluntary basis.

Any staff member who, in the course of providing mental health services to a student shall report any circumstances giving rise to suspicion that the student has been or is the victim of abuse or neglect (See Policy 8462 – Child Abuse and Neglect) or hears of a threat of violence that the staff member believes in good faith presents imminent danger (See Policy 8462.01 – Threats of Violence).

Coordination of On-Site Services

Where appropriate, Student Services may, in consultation with the student's building administration, provide access for on-site delivery of Services by independent, appropriately licensed and authorized, professionals subject to the following requirements:

- A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the Board District Administrator **[END OF OPTION]** prior to commencing services. The Agreement shall specify the term of the Agreement, the amount of time intended to be spent on site, and all financial necessities.
- B. All individuals providing Services must have on file with the District the following: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information. All items on file with the District prior to commencing Services.
- C. To be eligible to receive Services at school, students must have a signed Waiver and Indemnification Agreement and Consent for Release of Information on file with the District specifying the organization's plan for frequency of services, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents.
- D. Services provided during class time must be approved. ~~by the teacher or building principal in consultation with the teacher. No such services shall be provided in class unless expressly approved by the teacher and building principal District Administrator, **[END OF OPTION]** and only in such a fashion that no other student's privacy rights, record information, or educational interests are adversely impacted.~~
- E. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.
- F. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.
- G. All providers are expected to adhere to Board policies while on school grounds and providing services to students.

- Establishing a School Site Clinic

The Board authorizes the District Administrator to pursue opportunities for establishing a permanent on-site clinic or agency mental service operations through comprehensive agreement with third party organizations that are organized for the purpose of providing outpatient mental health services, specializing in child and adolescent Services. Such arrangements shall specify all requirements described above (for coordination of on-site services), and include details concerning the duration of the agreement, whether the agreement involves exclusive presence, and if so, what provisions are made to accommodate current students presently receiving services on-site from a different provider, and all financial commitments required of both parties.

No such arrangement may be finalized and / or commenced until such time as the agreement is approved by the Board.

[END OF OPTION]

Complimentary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources.

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

8405 - **ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator shall develop guidelines to provide for IEQ monitoring and maintenance. The plan developed shall be implemented no later than February 2013. The following must be included in the plan the District establishes:

- A. an employee designated to serve as the IEQ Coordinator for the District. Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school
- B. the following strategies shall be delineated by the IEQ Coordinator in the plan:
 - 1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;
 - 2. a complaint procedure for IEQ concerns of parents, students, or employees;
 - 3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;
 - 4. at least annually review the management plan and provide an update to the Board; and
 - 5. identify additional Board policies governing IEQ issues for consideration.
- C. provides for training on environmental quality standards for maintenance employees and for the IEQ District coordinators, (IEQ) school coordinators, and committee members;
- D. develops a schedule of and standards for routine maintenance of District properties.

The District shall provide a copy of the plan implemented to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities,

inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.

- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for ensuring materials used and purchased for use in the construction, furnishing, and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

~~() In addition, the District Administrator shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plan when, and if, problems with IAQ are identified.~~

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

~~(.) The District Administrator shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).~~

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY-CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- Policy 7420 - Hygienic Management
- Policy 7430 - Safety Standards
- Policy 8410 - School Safety and Crisis Intervention
- Policy 8420 - Emergency Evacuation of Schools
- Policy 8431 - Preparedness for Toxic Hazards
- Policy 8431.01 - Asbestos Management
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens

Revised 6/18/14

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Legal 101.11, Wis. Stats.
 118.07, Wis. Stats.
 Chapter 32, Wis. Admin. Code
 29 C.F.R. Part 1910

Last Modified by Ann DeMeuse on July 12, 2022

Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of INSURANCE
Code	po8710
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

8710 - **INSURANCE**

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. negligent acts or omissions which cause personal injury or wrongful death
- B. fire and extended coverage on buildings and contents
- C. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- D. boiler and machinery
- E. special coverage for equipment not ordinarily covered under a standard policy
- F. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- G. worker's compensation coverage
- H. legal liability for Board members and employees

Contractors

The Board shall require that all contractors performing services on District property, or as part of a District program, are covered by appropriate insurance coverage for the activity and, wherever possible, that the contractor includes the District as an additional insured party on the contractor's policies. The Board shall also require that contractors performing work on any public works projects cover those projects with payment and performance bonds as may be required by law.

~~**Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The District Administrator shall administer the insurance program.**~~

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Legal 120.12(6), Wis. Stats.

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Book	Policy Manual
Section	For Board Review 29.2, Covid, PPE, comp
Title	Copy of FRAUD
Code	po8900
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

8900 - **FRAUD**

The Board **of Education** is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator, **or to the Board President when a fraud report concerns the District Administrator**. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The District Administrator, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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Last Modified by Ann DeMeuse on June 27, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the ~~has a~~ right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

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

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

Guidelines for Consideration of Matters Brought Forward Under this Policy ~~Regarding a Professional Staff Member~~

A. First Level

Generally, if the matter raised involves concerns a professional staff member, ~~the individual(s) should discuss the matter with the staff member,~~ if appropriate. The ~~individual staff member~~ shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

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

B. Second Level

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

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

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

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

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

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within thirty (30) business days of the latest attempt to resolve the matter.

The Board, after reviewing all material relating to the matter, **will provide a written response or may, at its discretion, grant an opportunity to address the Board or a committee of the Board prior to making a final decision on the matter.** ~~shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board or before a committee of the Board.~~

~~The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting.~~ The Board's decision, **or the decision of the committee of the Board to which the matter was referred,** will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member **shall inform the individual that s/he has no authority to act in his/her individual capacity and** may refer the individual(s) to this guideline or the District Administrator for further assistance.

Guidelines for Matters Regarding District Services or Operations

~~If the matter relates to a District procedure or operation, it should be addressed, initially, to the District Administrator and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".~~

Guidelines for Matters Regarding Enrollment Disputes

~~If the matter relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Residency or Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Professional Staff Member".~~

Guidelines for Matters Regarding the Educational Program

~~If the matter relates to a District program, it should be addressed, initially, to the District Administrator and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".~~

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall ~~prepare administrative guidelines to ensure that students and parents are adequately~~ **informed students and parents** each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

When citizens have concerns about particular course content and instructional materials, these concerns should be stated in writing, carefully considered and accorded the courtesy of a prompt written reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon criteria for the selection of instructional goals.

The instructor shall be the first to reply to a complaint. If the complainant is not answered to his/her satisfaction, the complainant shall have the right to appeal through channels established by the district administrator. The board shall have the final level of approval.

Staff members shall attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

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

Revised 10/16/13

Revised 6/18/14

Revised 12/19/18

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Legal 118.01, 118.019, Wis. Stats.
 20 U.S.C. 1232h

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Book	Policy Manual
Section	For Board review 30.1
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	August 17, 2022

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board **of Education** may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. Product Sales:

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the

guidelines as set forth above.

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

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses.
- N. The District Administrator is responsible for screening all advertising.
- O. The District Administrator may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the District Administrator prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement
- B. authority of District administration to view and approve all materials prior to actual placement

C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract

D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties

The District Administrator shall negotiate all such agreements with the advertiser.

The District Administrator shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished (see AG 9700B).

Accounting

Advertising revenues must be properly reported and accounted for.

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Last Modified by Ann DeMeuse on July 5, 2022

Book	Policy Manual
Section	For Board review 30.1
Title	Copy of RELATIONS WITH SPECIAL INTEREST GROUPS
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Last Revised	August 17, 2022

9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

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

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

-No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the () Board (x) District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the () Board (x) District Administrator.
School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

A. Political/Commercial Interests

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

The Board shall permit the use of educational materials, programs, and equipment **thatwhich** contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator and is in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

B. Contests/Exhibits

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

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. interrupt the regular school program;
4. involve any direct cost to the District.

C. Distribution/Posting of Literature

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

The District Administrator shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. the time, place, and manner of distribution of all nonschool-related materials **are is** clearly established and communicated.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the District Administrator.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the District Administrator's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

A copy of this policy, as well as the relevant administrative guidelines, shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

E. Prizes/Scholarships/Other Awards

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

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

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

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

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

In accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

