

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, February 17, 2021

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 community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

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

PUBLIC PARTICIPATION SECTION—ALSO KNOWN AS AUDIENCE TO VISITORS AND DELEGATIONS (As noted in Board Policy 0167.3 Public Participation at Board Meetings):

STUDENT COUNCIL REPRESENTATIVE REPORT:

MINUTES:

1. Regular Meeting of January 13, 2021
2. February 3, 2021 Annual Board Retreat

BILLS:

1. Approve January bills

CONSENT AGENDA:

1. Accept Grants and Donations
2. Approve Resignations and Retirements
3. Approve Early Graduation Request
4. Second Reading of Board Policies

Reminder: The first reading of these board policy revisions occurred at the January 13, 2021 regular Board of Education meeting.

- a. Board Policy 0100 – Definitions
- b. Board Policy 0121 – Authority
- c. Board Policy 0142.5 – Vacancies
- d. Board Policy 0143 – Authority
- e. Board Policy 0144.3 – Conflict of Interest
- f. Board Policy 0164.2 – Special Meetings
- g. Board Policy 0167.1 – Voting
- h. Board Policy 0167.6 – Email – Public Records
- i. Board Policy 0167.7 – Use of Personal Communication Devices
- j. Board Policy 0174.2 – School Performance Report
- k. Board Policy 1130 – Conflict of Interest
- l. Board Policy 1213 – Student Supervision and Welfare
- m. Board Policy 1241 – Non-Reemployment of the District Administrator

- n. Board Policy 1461 – Unrequested Leaves of Absence/Fitness for Duty
- o. Board Policy 1619.02 – Privacy Protections of Fully Insured Group Health Plans
- p. Board Policy 2210 – Curriculum Development
- q. Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity
- r. Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- s. Board Policy 2261 – Title I Services
- t. Board Policy 2261.01 – Parent and Family Member Participation in Title I Programs (Replacement Policy)
- u. Board Policy 2271.01 – Start College Now Program
- v. Board Policy 2370 – Educational Options Provided by the District (New policy)
- w. Board Policy 2700.01 – School Performance Report
- x. Board Policy 3122.01 – Drug-Free Workplace
- y. Board Policy 3125 – Wisconsin Quality Educator Initiative
- z. Board Policy 3161 – Unrequested Leaves of Absence/Fitness for Duty
- aa. Board Policy 3213 – Student Supervision and Welfare
- bb. Board Policy 3230 – Conflict of Interest
- cc. Board Policy 3340 – Grievance Procedure
- dd. Board Policy 3362 – Employee Anti-Harassment
- ee. Board Policy 3419.02 – Privacy Protections of Fully Insured Group Health Plans
- ff. Board Policy 3430 – Leaves of Absence
- gg. Board Policy 3431 – Employee Leaves
- hh. Board Policy 4122.01 – Drug-Free Workplace
- ii. Board Policy 4161 – Unrequested Leaves of Absence/Fitness for Duty
- jj. Board Policy 4213 – Student Supervision and Welfare
- kk. Board Policy 4230 – Conflict of Interest
- ll. Board Policy 4340 – Grievance Procedure
- mm. Board Policy 4362 – Employee Anti-Harassment
- nn. Board Policy 4410.01 – Compensation for Part-Time Staff
- oo. Board Policy 4419.02 – Privacy Protections of Fully Insured Group Health Plans
- pp. Board Policy 4430 – Leaves of Absence
- qq. Board Policy 4431 – Employee Leaves
- rr. Board Policy 5113 – Open Enrollment Program
- ss. Board Policy 5200 – Attendance
- tt. Board Policy 5200.01 – Full-Time Student
- uu. Board Policy 5330 – Administration of Medication/Emergency Care
- vv. Board Policy 5517 – Student Anti-Harassment
- ww. Board Policy 5630 – Corporal Punishment
- xx. Board Policy 6220 – Budget Preparation
- yy. Board Policy 6520 – Payroll Deductions
- zz. Board Policy 6800 – System of Accounting
- aaa. Board Policy 7440.01 – Video Surveillance and Electronic Monitoring
- bbb. Board Policy 7455 – Accounting System for Fixed Assets
- ccc. Board Policy 7540.01 – Technology Privacy
- ddd. Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety (technical correction)
- eee. Board Policy 7540.04 – Staff Education Technology Acceptable Use and Safety
- fff. Board Policy 8310 – Public Records
- ggg. Board Policy 8315 – Information Management
- hhh. Board Policy 8320 – Personnel Records

- iii. Board Policy 8320.01 – Unauthorized Acquisition of Staff Personal Information
- jjj. Board Policy 8330 – Student Records
- kkk. Board Policy 8390 – Animals on District Property
- lll. Board Policy 8800 – Religious and Patriotic Ceremonies and Observances
- mmm. Board Policy 9130 – Public Requests, Suggestions, or Complaints

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Approve 4th Grade Teacher (*for remainder of the 2020-2021 school year*)
3. Approve Food Service Team Member
4. Approve Non-Classified Contact Renewal
5. Approve Administrative Contract Renewal
6. Approve Financial Auditor
7. Achievement Gap Reduction School Board Mid-Year Review (informational item)
8. Reports:
 - a. Legislative
 - a. CESA
 - b. Committee/Seminars
 - c. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sawyer and Sunrise Elementary Schools
 - iv. Sunset Elementary School and Teaching & Learning
 - v. Business Manager
 - vi. Special Education/Pupil Services
 - vii. Technology Department
 - viii. Food Service
 - ix. Other
 - d. Superintendent
9. Closed Session –
 - a. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Retirement-related request from a Professional Staff Member
 - ii. Leave of absence requests from two Professional Staff Members
 - iii. Mid-Year Performance Evaluation of District Administrator
 - b. Return to open session
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
Date: February 10, 2021
RE: Background Information for the February 17, 2021 Regular Meeting

CONSENT AGENDA:

1. **Grants and Donations** – Kasee Jandrin received a \$200 grant from the Door County Community Foundation for the 6th grade Gratitude Project. Matt Propsom received a \$500 donation for the Clipper Clays program from Door County Ace Hardware and a \$600 donation from Dennis McIntosh for Clipper Clays. The Tech Ed Department received a \$10,000 anonymous gift through the Green Bay Community Foundation for the ongoing project to update the labs.

Jenny Spude received the following donations to the food service program: \$100 anonymous donation in January, \$100 anonymous donation in February (matching a family payment that wipes out a longtime negative balance), \$50 from Norman Wilsman and Margaret O’Harrow (for families who need help making ends meet with school lunch balances from last year), and \$250 from the Christ Child Society (to support the lunch program so no child goes with a warm meal choice).

Jenni O’Handley received the following donations to the Clipper Closet: \$250 from the Christ Child Society (so no child goes without a warm hat), \$1,000 from the Walmart Community Foundation, and 250 pairs of socks from the Door County Medical Center.

Rob Schartner has received the following donations in support of the SBHS Fishing Club:

- Laura Hoffman: Jiffy 3.5 horse 10-inch auger (\$200.00); Vexilar fl18 (\$300.00), & a Frabill xl portable shanty (\$350.00).
- In memory of Jocko Rader the club has received 2 Tackle boxes and lures (\$200.00), as well as vintage rods and reels (\$100.00).
- Dean Gordon donated 20 guided fishing trips with bait and heated shacks for fishing club members (\$2000.00 value).
- Baileys Harbor fish Company donated 40lbs of whitefish (\$300.00).
- Andy Johnson donated fish cleaning and breeding (\$200.00)
- Econo foods donated \$200 in groceries for last year's fry.

A motion to thank these groups and the individuals associated with them for their generosity, as well as approve the donations is recommended.

2. **Resignations and Retirements** – Alejandra Lopez resigned from her teacher associate position at Sunset last month. Peggy Carstens plans to retire from her Kindergarten teaching position at the end of the current school year; Peg served as a teacher associate and then a teacher during her 27 years with the district. Ed Schriener-Schmitt plans to retire from his high school special education teacher position at the end of the current school year; Ed began teaching here 29 years ago, after teaching in Sheboygan and North Africa. A motion to formally accept the resignation and retirements is recommended.

Reminder: Prior to next month's March Board meeting we would usually hold an informal reception honoring our retirees and 25-year employees. We then like to recognize these individuals during the formal recognition portion of the meeting itself. This year, we would like to take an approach that allows us to recognize these individuals over the next few months (ex. March, April, & May) so the recognition tradition can continue, even if some components must be altered and it takes a few months to get through the process. Stay tuned. The Admin Team is discussing this on February 10, and once the March 15 retirement notification window passes, we would be able to firm up an approach.

3. Approve Early Graduation Requests

A. A Sturgeon Bay High School student is requesting early graduation at the end of this year, in essence graduating one year early. Both our school counselor and principal support the request. A motion to approve the request is recommended.

B. A Sturgeon Bay High School student is requesting early graduation at the end of the summer of 2021, in essence graduating one school year early. Both our school counselor and principal support the request. A motion to approve the request is recommended.

4. Second Reading of Board Policies

Reminder: The first reading of these board policy revisions occurred at the January 13, 2021 regular Board of Education meeting.

- a. Board Policy 0100 – Definitions
- b. Board Policy 0121 – Authority
- c. Board Policy 0142.5 – Vacancies
- d. Board Policy 0143 – Authority
- e. Board Policy 0144.3 – Conflict of Interest
- f. Board Policy 0164.2 – Special Meetings
- g. Board Policy 0167.1 – Voting
- h. Board Policy 0167.6 – Email – Public Records
- i. Board Policy 0167.7 – Use of Personal Communication Devices
- j. Board Policy 0174.2 – School Performance Report
- k. Board Policy 1130 – Conflict of Interest
- l. Board Policy 1213 – Student Supervision and Welfare
- m. Board Policy 1241 – Non-Reemployment of the District Administrator
- n. Board Policy 1461 – Unrequested Leaves of Absence/Fitness for Duty
- o. Board Policy 1619.02 – Privacy Protections of Fully Insured Group Health Plans
- p. Board Policy 2210 – Curriculum Development
- q. Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity
- r. Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- s. Board Policy 2261 – Title I Services
- t. Board Policy 2261.01 – Parent and Family Member Participation in Title I Programs (Replacement Policy)
- u. Board Policy 2271.01 – Start College Now Program
- v. Board Policy 2370 – Educational Options Provided by the District (New policy)
- w. Board Policy 2700.01 – School Performance Report
- x. Board Policy 3122.01 – Drug-Free Workplace
- y. Board Policy 3125 – Wisconsin Quality Educator Initiative
- z. Board Policy 3161 – Unrequested Leaves of Absence/Fitness for Duty

- aa. Board Policy 3213 – Student Supervision and Welfare
- bb. Board Policy 3230 – Conflict of Interest
- cc. Board Policy 3340 – Grievance Procedure
- dd. Board Policy 3362 – Employee Anti-Harassment
- ee. Board Policy 3419.02 – Privacy Protections of Fully Insured Group Health Plans
- ff. Board Policy 3430 – Leaves of Absence
- gg. Board Policy 3431 – Employee Leaves
- hh. Board Policy 4122.01 – Drug-Free Workplace
- ii. Board Policy 4161 – Unrequested Leaves of Absence/Fitness for Duty
- jj. Board Policy 4213 – Student Supervision and Welfare
- kk. Board Policy 4230 – Conflict of Interest
- ll. Board Policy 4340 – Grievance Procedure
- mm. Board Policy 4362 – Employee Anti-Harassment
- nn. Board Policy 4410.01 – Compensation for Part-Time Staff
- oo. Board Policy 4419.02 – Privacy Protections of Fully Insured Group Health Plans
- pp. Board Policy 4430 – Leaves of Absence
- qq. Board Policy 4431 – Employee Leaves
- rr. Board Policy 5113 – Open Enrollment Program
- ss. Board Policy 5200 – Attendance
- tt. Board Policy 5200.01 – Full-Time Student
- uu. Board Policy 5330 – Administration of Medication/Emergency Care
- vv. Board Policy 5517 – Student Anti-Harassment
- ww. Board Policy 5630 – Corporal Punishment
- xx. Board Policy 6220 – Budget Preparation
- yy. Board Policy 6520 – Payroll Deductions
- zz. Board Policy 6800 – System of Accounting
- aaa. Board Policy 7440.01 – Video Surveillance and Electronic Monitoring
- bbb. Board Policy 7455 – Accounting System for Fixed Assets
- ccc. Board Policy 7540.01 – Technology Privacy
- ddd. Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety
(technical correction)
- eee. Board Policy 7540.04 – Staff Education Technology Acceptable Use and Safety
- fff. Board Policy 8310 – Public Records
- ggg. Board Policy 8315 – Information Management
- hhh. Board Policy 8320 – Personnel Records
- iii. Board Policy 8320.01 – Unauthorized Acquisition of Staff Personal Information
- jjj. Board Policy 8330 – Student Records
- kkk. Board Policy 8390 – Animals on District Property
- lll. Board Policy 8800 – Religious and Patriotic Ceremonies and Observances
- mmm. Board Policy 9130 – Public Requests, Suggestions, or Complaints

A motion to approve the second readings is recommended.

OPERATIONS:

1. Consent Agenda items requiring attention (if any)

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

2. Approve 4th Grade Teacher (for remainder of the 2020-2021 school year)

Principal O’Handley recommends Jim Tellstrom as a 4th grade teacher for remainder of the 2020-2021 school year. Mr. Tellstrom not only taught at Sunrise and is familiar with the 4th grade curriculum and the Sunrise School family, but has been one of our valued substitute teachers—and especially this year is one of our reliable substitutes helping schools stay open. Additionally, Mr. Tellstrom knew and worked with Mrs. Richard, has supported her students this year, and is ready to do so for the remainder of the year.

A motion to approve Mr. Jim Tellstrom as a 4th grade teacher for the remainder of the 2020-2021 school year is recommended.

3. Approve Food Service Team Member

Food Service Director Jenny Spude recommends Elizabeth Gierhahn as the newest member of the food service team. Elizabeth joins our team as part of the partnership with the Sunshine House.

A motion to approve Elizabeth Gierhahn as a member of our food service team is recommended.

4. Approve Non-Classified Contact Renewal

A motion to renew the contracts for our Payroll/Benefits Clerk, Bookkeeper, and Superintendent/Board Assistant is recommended.

(Reminder: The Data Specialist is also part of this group, but is retiring after this school year.)

5. Approve Administrative Contract Renewal

Discussion occurred at the January 13, 2021 closed session meeting following the regular Board of Education meeting. As a reminder, administrators must receive a preliminary notice of nonrenewal at least five months prior to expiration of the contract, which is why we give initial attention to this in January. If no formal notice of renewal or nonrenewal is given at least four months prior to expiration of the contract, the contract continues for two years. Rather than simply have a lack of action constitute renewal, formal action would be appropriate.

As another reminder, even though contracts are brought forward for renewal as per the timelines that align with state statute, the Board has neither entertained compensation recommendations nor decided on compensation until later in the school year. Typically, the Board approves individual teacher contracts in the April board meeting, and then approves the compensation of hourly employees, unclassified contracts, and administrators in May.

A motion to renew the contracts of the Middle School Principal, Sunrise Principal, Director of Teaching & Learning (for the 2021-2022 school year), Special Education/Pupil Services Director, Director of Technology, Business Manager, Director of Building and Grounds, Food Service Director, and Superintendent is recommended.

(Reminder: The SBHS Principal is also part of this group, but is retiring after this school year.)

6. Approve Financial Auditor

Business Manager Jake Holtz will update the Board on the process and situation. If we would not have the needed information for the Board in time for an approval this month, we’d plan to bring it forward in March.

A motion to approve a financial auditor is anticipated.

7. Achievement Gap Reduction School Board Mid-Year Review (informational item)

In the past, the Board reviewed the Achievement Gap Reduction (AGR) report completed by Dr. Ann Smejkal at the end of the school year. The report deals with math and reading for Kindergarten through third grade. The older program name or term SAGE (Student Achievement Guarantee in Education) may sound more familiar to some board members, staff members, and parents. Now we need to conduct a mid-year review in addition to a review at the end of the year. As of the preparation of this component of the meeting notes, Dr. Smejkal was pulling together information yet for one grade level. The mid-year report will either be added to the meeting packet or shared with the Board the night of the meeting, if nothing else.

This is simply an informational item, so no formal action is necessary.

8. Reports

9. Closed Session –

- a. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Retirement-related request from a Professional Staff Member
 - ii. Leave of absence request from two Professional Staff Members
 - iii. Mid-Year Performance Evaluation of District Administrator
- b. Return to open session

10. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, Jan.13, 2021

President Hooker called the regular meeting to order at 7:00 PM in the high school library. Present were Alger, Chisholm, Jennerjohn, Miller, Hooker, Stephens, Hougaard Holland and Stephani. Holland was excused. Also present were Superintendent Tjernagel, Holtz, Smullen, Smejkal, O’Handley, R. Nickel, Ferry, & A DeMeuse. The Pledge of Allegiance was recited.

Motion: Stephens/Chisholm to adopt the agenda, noting that that the board will be going into closed session per statute 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Items being discussed are: Probationary teacher performance, Non-classified & Administrative contract renewal and Mid-Year Performance Evaluation of the District Administrator. 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.

STUDENT COUNCIL REPRESENTATIVE REPORT: No report.

RECOGNITION: Jenny Spude and the kitchen staff were recognized.

MINUTES: Motion Jennerjohn/Stephani to approve the minutes of Dec. 16, 2020. Motion carried unanimously.

BILLS: Motion Hougaard/Stephens to approve the December bills. Motion carried unanimously.

CONSENT AGENDA:

1. Grants and Donations –Scott Hockers received a \$160 grant for a mini CNC engraver from the Max and Gayle Laird Educational Fund of the Door County Community Foundation. Brian Pahl received the following donations and grants for the Tech Ed Department at SBHS: \$300 from Bay Engineering; \$2,500 from NEW Industries; \$2,000 from Pro Products; \$200 from State Farm Insurance – Rabach Agency. An additional grant for Tech Ed was received as well.

Jessica Louthain received a grant for sensory needs at Sawyer School. Amy Sterckx received a grant for student devices at Sawyer School. Jenny Spude received the following donations to food service in support of families with overages: The Selle Family (\$50) and an anonymous donor (\$100). Heidi Hintz received a \$200 education mini-grant towards the purchase of a MacBook with ProApps bundle for virtual concerts from the Max and Gayle Laird Educational Fund of the Door County Community Foundation.

A motion to thank these groups and the individuals associated with them for their generosity, as well as approve the grants and donations is recommended.

2. Resignations and Retirements – No resignations or retirements.

Motion: Miller/Hougaard to accept and approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None
2. Motion: Stephens/Hougaard to approve the Annual Financial Report as presented. Motion carried unanimously.
3. Motion Jennerjohn/Hougaard to approve the capacities for the 2021-2022 school year. Motion carried unanimously.
4. First Reading of Board Policy 0100 – Definitions
5. First Reading of Board Policy 0121 – Authority
6. First Reading of Board Policy 0142.5 – Vacancies
7. First Reading of Board Policy 0143 – Authority
8. First Reading of Board Policy 0144.3 – Conflict of Interest
9. First Reading of Board Policy 0164.2 – Special Meetings
10. First Reading of Board Policy 0167.1 – Voting
11. First Reading of Board Policy 0167.6 – Email – Public Records
12. First Reading of Board Policy 0167.7 – Use of Personal Communication Devices
13. First Reading of Board Policy 0174.2 – School Performance Report
14. First Reading of Board Policy 1130 – Conflict of Interest
15. First Reading of Board Policy 1213 – Student Supervision and Welfare
16. First Reading of Board Policy 1241 – Non-Reemployment of the District Administrator
17. First Reading of Board Policy 1461 – Unrequested Leaves of Absence/Fitness for Duty
18. First Reading of Board Policy 1619.02 – Privacy Protections of Fully Insured Group Health Plans
19. First Reading of Board Policy 2210 – Curriculum Development
20. First Reading of Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity
21. First Reading of Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
22. First Reading of Board Policy 2261 – Title I Services
23. First Reading of Board Policy 2261.01 – Parent and Family Member Participation in Title I Programs (Revised/Replacement Policy)

24. First Reading of Board Policy 2271.01 – Start College Now Program
25. First Reading of Board Policy 2370 – Educational Options Provided by the District (New policy)
26. First Reading of Board Policy 2700.01 – School Performance Report
27. First Reading of Board Policy 3122.01 – Drug-Free Workplace
28. First Reading of Board Policy 3125 – Wisconsin Quality Educator Initiative
29. First Reading of Board Policy 3161 – Unrequested Leaves of Absence/Fitness for Duty
30. First Reading of Board Policy 3213 – Student Supervision and Welfare
31. First Reading of Board Policy 3230 – Conflict of Interest
32. First Reading of Board Policy 3340 – Grievance Procedure
33. First Reading of Board Policy 3362 – Employee Anti-Harassment
34. First Reading of Board Policy 3419.02 – Privacy Protections of Fully Insured Group Health Plans
35. First Reading of Board Policy 3430 – Leaves of Absence
36. First Reading of Board Policy 3431 – Employee Leaves
37. First Reading of Board Policy 4122.01 – Drug-Free Workplace
38. First Reading of Board Policy 4161 – Unrequested Leaves of Absence/Fitness for Duty
39. First Reading of Board Policy 4213 – Student Supervision and Welfare
40. First Reading of Board Policy 4230 – Conflict of Interest
41. First Reading of Board Policy 4340 – Grievance Procedure
42. First Reading of Board Policy 4362 – Employee Anti-Harassment
43. First Reading of Board Policy 4410.01 – Compensation for Part-Time Staff
44. First Reading of Board Policy 4419.02 – Privacy Protections of Fully Insured Group Health Plans
45. First Reading of Board Policy 4430 – Leaves of Absence
46. First Reading of Board Policy 4431 – Employee Leaves
47. First Reading of Board Policy 5113 – Open Enrollment Program
48. First Reading of Board Policy 5200 – Attendance
49. First Reading of Board Policy 5200.01 – Full-Time Student

50. First Reading of Board Policy 5330 – Administration of Medication/Emergency Care
51. First Reading of Board Policy 5517 – Student Anti-Harassment
52. First Reading of Board Policy 5630 – Corporal Punishment
53. First Reading of Board Policy 6220 – Budget Preparation
54. First Reading of Board Policy 6520 – Payroll Deductions
55. First Reading of Board Policy 6800 – System of Accounting
56. First Reading of Board Policy 7440.01 – Video Surveillance and Electronic Monitoring
57. First Reading of Board Policy 7455 – Accounting System for Fixed Assets
58. First Reading of Board Policy 7540.01 – Technology Privacy
59. First Reading of Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety (technical correction)
60. First Reading of Board Policy 7540.04 – Staff Education Technology Acceptable Use and Safety
61. First Reading of Board Policy 8310 – Public Records
62. First Reading of Board Policy 8315 – Information Management
63. First Reading of Board Policy 8320 – Personnel Records
64. First Reading of Board Policy 8320.01 – Unauthorized Acquisition of Staff Personal Information
65. First Reading of Board Policy 8330 – Student Records
66. First Reading of Board Policy 8390 – Animals on District Property
67. First Reading of Board Policy 8800 – Religious and Patriotic Ceremonies and Observances
68. First Reading of Board Policy 9130 – Public Requests, Suggestions, or Complaints
69. Reports:
 - a. Legislative –Senate not set to come back in session so no updates. State WASDA update shared via a Zoom meeting today.
 - b. CESA – none
 - c. Committee/Seminars – none.
 - d. Administrative Reports presented.
 - e. Superintendent’s Report presented.
70. Executive Session –
Motion: Stephani/Hougaard to adjourn to Executive Session (with roll call vote) at 8:37 PM. Motion carried unanimously.

Motion: Stephani/Hougaard to return to open session at 10:21 PM noting that no action was taken on closed session items (probationary teacher performance, non-classified and administrative contract renewal & mid-year performance evaluation of District Administrator).

71. Adjourn Motion: Stephens/Hougaard to adjourn at 10:22 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

Recordings of the Board meetings can be located at: <https://www.sturbay.k12.wi.us/district/board-of-education>

School District of Sturgeon Bay - Open Enrollment for 2021-2022

Each January, the Board of Education establishes Open Enrollment capacities for the following school year. This chart shows proposed "maximum class size" guidelines for annual review and adoption by the Board. Half the excess capacity per grade level or program is reserved for children who move into the district and the remaining half would be available for Open Enrollment.

In January of 2016, the Board approved establishing at least one opening per class at the elementary grade level and four openings per class at the secondary grade level, so even a grade level projected to be at capacity could have one or more openings.

Note: Special education services are calculated based upon guidance offered by the Department of Public Instruction and are "weighted" to account for various levels of service required by students. This means the italicized special education information in the grid does not necessarily correlate to the exact number of students, but rather the number correlates to the services required based upon the students we currently know that we would have and provide services for.

Grade or Program	Maximum Class Size & Projected Sections & Grade Sizes	Projected Enrollment 2021-2022	Available OE Spaces 2021-2022
Sawyer Elementary School (8 sections at Sunset and 8 sections at Sawyer in 2020-2021)			
4K	18 students x 4 full-day sections = 72 <i>Note: Some choose half-days within full-day program.</i>	74	1
Kindergarten	18 students x 4 sections = 72	67	3
Grade 1	20 students x 4 sections = 80	68	6
Grade 2	20 students x 4 sections = 80	59	11
<i>SS 4 K & Kindergarten inclusion/resource special education</i>	<i>See Special Education document for more information.</i>	--	4
<i>Preschool thru Kindergarten speech/language special education</i>	<i>See Special Education document for more information.</i>	--	2
<i>1 – 2 inclusion/resource special education</i>	<i>See Special Education document for more information.</i>	--	4
<i>1-2 speech/language special education</i>	<i>See Special Education document for more information.</i>	--	4
Sunrise Elementary School (11 sections in 2020-2021)			
Grade 3	20 students x 4 sections = 80 22 students x 3 sections = 66	68	6 1
Grade 4	22 students x 4 sections = 88	59	15
Grade 5	22 students x 4 sections = 88	68	10
OnCourse Program	12 students x 2 sections = 24 <i>See TJ Walker info. as well.</i>	20	2
<i>3 – 5 inclusion/resource special education</i>	<i>See Special Education document for more information.</i>		
TJ Walker Middle School			
Grade 6	28 students x 4 sections = 112	60	26
Grade 7	28 students x 4 sections = 112	80	16
Grade 8	28 students x 4 sections = 112	77	18
OnCourse Program	4 students x 1 section = 4	4	1

	<i>See Sunrise info. as well.</i>		
<i>MS 6-8 inclusion/resource special education</i>	<i>See Special Education document for more information.</i>	--	2
Sturgeon Bay High School			
Grade 9	30 students x 4 sections = 120	100	10
Grade 10	30 students x 4 sections = 120	120	1
Grade 11	30 students x 4 sections = 120	84	8
Grade 12	30 students x 4 sections = 120	110	5
<i>HS 9-12 inclusion/resource special education</i>	<i>See Special Education document for more information.</i>	--	6
3-12 speech/language special education			
<i>3-12 speech/language special education</i>	<i>See Special Education document for more information.</i>	--	1

Procedures for Processing of Open Enrollment Applications

If there are more applications than space, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings. The District does not require accepted nonresident 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 an applicant who is already attending school 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.

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Annual Retreat
Wednesday, February 3, 2021

8:30 A.M. Board of Education Annual Retreat – Middle School Commons

Call to Order: The meeting was called to order at 8:30 AM.

Board members present: Beth Chisholm, Teri Hooker, Jess Holland, Chad Hougaard, Keith Miller, Tina Jennerjohn, Amy Stephens, & Mike Stephani. Excused Scott Alger. Admin team members present: Tjermagel, Smejkal, O’Handley, Smullen, Nickel, Ferry, Sterckx, Spude & Holtz.

Motion to Adopt Agenda: Motion Stephens/Stephani to adopt the agenda as presented. Motion carried unanimously.

Agenda:

1. **Education Convention highlights:** Education Convention attendees (Stephens, Holland, Chisholm, Hooker, Tjermagel) shared information from the breakout sessions and keynote addresses.

2. **Strategic Action Plan & Priorities**

- i. Teaching & Learning: Discussed
- ii. Community Engagement: Discussed
- iii. Facilities, Finance, & Operations: Discussed

3. **Board vision/reflecting/future planning:**

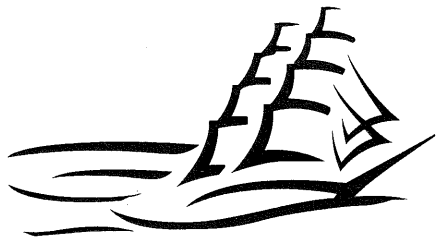
- i. Follow-up to anything from the morning: Discussed
- ii. Principal Vacancy Updates/Board involvement: Discussed
- iii. Board continuity & leadership: Discussed
- iv. WASB Equity Statement & Questions to Consider: Discussed
- v. Future Priorities? Other Items for the Board to discuss? Any remaining items or future priority ideas were discussed: Discussed

4. **Motion to adjourn:** Holland/Stephens to adjourn at 3:35 PM. Motion carried unanimously.

Respectfully submitted by,
Ann DeMeuse,
Board Recording Secretary

Date: _____

President’s Signature: _____



Sturgeon Bay High School

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

Phone: 920.746.2800 • Fax: 920.746.3888 • www.sturbay.k12.wi.us

Robert Nickel
Principal

Morgan Kiedrowski
Counselor

Jennifer O'Handley
Counselor

Todd Meikle
Athletic Director

ST

Received

2/10/2021

February 10, 2021

Mr. Dan Tjernagel, Superintendent
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235

This letter serves as notification of my intent to retire at the end of the current school year. 29 years ago today, I began teaching in the Sturgeon Bay School District capping a 38 year career which began in Sheboygan, took me to Tunisia in North Africa and culminates here in Door County.

As I reflect on my 38 years, it occurs to me that I have been quite fortunate to have been hired to work (and live) here in Sturgeon Bay. After operating an alternative program for Sheboygan County and a 3-year stint in the Peace Corps, I was hired to design and implement the educational component of the Door County Challenge Program. In collaboration with the school districts of Door County, Door County Social Services and Door County Community Programs (now Door County Human Services) we created what became the state model for interagency cooperation and community-based intervention for adjudicated youth in danger of being placed out of their homes and/or the county. It was a sad day when this program was closed in 2008 due to budget cuts. Student needs continued to require an intervention, so we transferred the educational component to the high school where I have spent the final 13 years of my career as a Multi-categorical Special Education teacher.

I wish to thank our highly educated school board, our hard-working support staff, our caring (as well as knowledgeable) and compassionate administrative team and the talented and extremely qualified colleagues I've had the pleasure to work with over the years.

Respectfully submitted,

Edward L. Schrinier-Schmitt
920-746-5872
920-495-0916
eschmitt@sbsdmail.net

ACHIEVEMENT GAP REDUCTION PERFORMANCE OBJECTIVES AND SCHOOL BOARD REPORTING TEMPLATE

This document may be used to plan and maintain the Achievement Gap Reduction (AGR) contract application performance objectives for your school. **Contact application responses must be submitted to the Department of Public Instruction using the [online AGR Five-Year Achievement Guarantee Contract Application form](#).** Retain this document for your records, possible inclusion in an annual evaluation of the AGR program, and to present information on the school's implementation of the contract requirements, its performance objectives, and its success in attaining the objectives to the school board at the end of every semester of the AGR contract. [Wis. Stat. § 118.44\(4\)\(d\)](#)

Prepare a description of the specific, measurable, and achievable performance objectives, including reducing the achievement gap in math and reading for the academic achievement of the pupils enrolled in each participating grade. Include a description of the formative and summative assessments that will be used to evaluate success in attaining these performance objectives for the pupils enrolled in the participating grades. [Wis. Stat. § 118.44\(4\)\(c\)](#)

Use the table below to plan the AGR contract application responses:

At the end of the semester, describe the following for the school board:

Grade	Subject	Describe the baseline and growth the identified students will make for each grade K-3 in reading and mathematics.	Describe the formative and summative assessments used to evaluate the identified students' success in attaining the stated performance objectives.	Describe how the implemented strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) will aid in attaining the stated performance objectives.	At the end of the fall semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of the spring semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of each semester: Describe which strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) were implemented in each grade K-3.
K	Reading	Baseline –53% proficient. Goal 80%	STAR Early Literacy	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	79% Proficient		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI
K	Mathematics	Baseline – % proficient. Goal 80%	Notational Numeracy Checklist	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	% of students were proficient on the NNC for Winter.		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI

ACHIEVEMENT GAP REDUCTION PERFORMANCE OBJECTIVES AND SCHOOL BOARD REPORTING TEMPLATE

This document may be used to plan and maintain the Achievement Gap Reduction (AGR) contract application performance objectives for your school. **Contact application responses must be submitted to the Department of Public Instruction using the [online AGR Five-Year Achievement Guarantee Contract Application form](#).** Retain this document for your records, possible inclusion in an annual evaluation of the AGR program, and to present information on the school's implementation of the contract requirements, its performance objectives, and its success in attaining the objectives to the school board at the end of every semester of the AGR contract. [Wis. Stat. § 118.44\(4\)\(d\)](#)

Prepare a description of the specific, measurable, and achievable performance objectives, including reducing the achievement gap in math and reading for the academic achievement of the pupils enrolled in each participating grade. Include a description of the formative and summative assessments that will be used to evaluate success in attaining these performance objectives for the pupils enrolled in the participating grades. [Wis. Stat. § 118.44\(4\)\(c\)](#)

Use the table below to plan the AGR contract application responses:

At the end of the semester, describe the following for the school board:

Grade	Subject	Describe the baseline and growth the identified students will make for each grade K-3 in reading and mathematics.	Describe the formative and summative assessments used to evaluate the identified students' success in attaining the stated performance objectives.	Describe how the implemented strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) will aid in attaining the stated performance objectives.	At the end of the fall semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of the spring semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of each semester: Describe which strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) were implemented in each grade K-3.
1	Reading	Baseline – 46% proficient. Goal 80%	STAR Early Literacy	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	64% Proficient		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI
1	Mathematics	Baseline – 58% proficient. Goal 80%	STAR Math	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	72% Proficient		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI
2	Reading	Baseline – 50% proficient. Goal 80%	STAR Reading	Small group interventions and data based instruction will provide more personalized approach to gaps.	42% Proficient		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI

Template for Planning and School Use – Performance objectives are sent to DPI during the AGR contract application process. Report end-of-semester responses to the school board.

				Instructional coaches focus on student achievement in each classroom.			
2	Mathematics	Baseline -75% proficient. Goal 80%	STAR Math	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	73% Proficient		Small class sizes, Instructional coaching to improve teacher skills, Small group RTI

ACHIEVEMENT GAP REDUCTION PERFORMANCE OBJECTIVES AND SCHOOL BOARD REPORTING TEMPLATE

This document may be used to plan and maintain the Achievement Gap Reduction (AGR) contract application performance objectives for your school. **Contact application responses must be submitted to the Department of Public Instruction using the [online AGR Five-Year Achievement Guarantee Contract Application form](#).** Retain this document for your records, possible inclusion in an annual evaluation of the AGR program, and to present information on the school's implementation of the contract requirements, its performance objectives, and its success in attaining the objectives to the school board at the end of every semester of the AGR contract. [Wis. Stat. § 118.44\(4\)\(d\)](#)

Prepare a description of the specific, measurable, and achievable performance objectives, including reducing the achievement gap in math and reading for the academic achievement of the pupils enrolled in each participating grade. Include a description of the formative and summative assessments that will be used to evaluate success in attaining these performance objectives for the pupils enrolled in the participating grades. [Wis. Stat. § 118.44\(4\)\(c\)](#)

Use the table below to plan the AGR contract application responses:

At the end of the semester, describe the following for the school board:

Grade	Subject	Describe the baseline and growth the identified students will make for each grade K-3 in reading and mathematics.	Describe the formative and summative assessments used to evaluate the identified students' success in attaining the stated performance objectives.	Describe how the implemented strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) will aid in attaining the stated performance objectives.	At the end of the fall semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of the spring semester: Describe the progress made on growth objectives the identified students made for each grade K-3 in reading and mathematics including the number of students that met the goals.	At the end of each semester: Describe which strategies to reduce the achievement gap (class size reduction, instructional coaching, or one-to-one tutoring) were implemented in each grade K-3.
3	Reading	Baseline – 53% proficient. Goal 80%	STAR Reading	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	67% of students were proficient on STAR Reading.		Instructional coaching to improve teacher skills, Small group RTI
3	Mathematics	Baseline – 71 % proficient. Goal 80%	STAR Math	Small group interventions and data based instruction will provide more personalized approach to gaps. Instructional coaches focus on student achievement in each classroom.	71% of students were proficient on STAR Math.		Instructional coaching to improve teacher skills, Small group RTI

MEMO

To: Board of Education
From: Bob Nickel
Date: February 8, 2021
Re: February 2021 Principal's Report

Teaching and Learning

2021-22 class schedules. Counselors have begun the scheduling process. Families will soon be notified with scheduling materials.

In-person state-mandated testing. There has been no waiver for state-mandated testing, so we are planning the following events:

- March 9 – ACT with Writing – All Juniors (paper)
- April 6 – Forward Social Studies – All Sophomores (online)
- April 14 – ACT Aspire – All Freshmen and Sophomores (online)

Community Engagement

Fab Lab grant. As mentioned at the board retreat, the results of the Fab Lab grant will not be known until April 2021. The Tech Ed teachers will continue their fundraising efforts through contact with local businesses and industries in addition to new grant opportunities that arise.

Class of 2021 end-of-year activities. As was mentioned at the board retreat, we are planning in-person activities including Senior Night, the awards ceremony, and the commencement ceremony. A copy of the senior parent letter is attached to this report. In addition to Mr. Tjernagel and me, I am planning for two board members to be present to assist with diplomas and tassels.

Finance / Facilities and Operations

Furniture prioritization meeting. On February 3, several Administrative Team members participated in a furniture prioritization meeting with Creative Business Interiors. During the meeting, CBI reps provided an overview of furniture needs and possibilities for all areas of high school renovation. Additional meetings will be scheduled as we continue to sort through the process of determining which furniture will be replaced and where funds will be allocated for that replacement.

Renovation timeline meeting with John Sullivan. Ann Smejkal, Brian O'Handley, and I will meet with John Sullivan on February 9 to discuss a preliminary timeline for vacating various building spaces relative to summertime construction. To date, no construction has taken place in the high school building, but work is anticipated to begin immediately after the school year ends.

Upcoming Events

Here is a list of upcoming events:

Teacher In-Service / No Classes	Friday, February 19
Grade 11 ACT Testing	Tuesday, March 9
Grade 11 ACT Testing – Makeup Day	Tuesday, March 23
Quarter 3 Exams	Thursday, March 18, and Friday, March 19
<p><i>March 18: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i></p> <p><i>March 19: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run at noon on March 19.</i></p>	



Sturgeon Bay High School

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

Phone: 920.746.2800 • Fax: 920.746.3888 • www.sturbay.k12.wi.us

Robert Nickel
Principal

Morgan Kiedrowski
Counselor

Jennifer O'Handley
Counselor

Todd Meikle
Athletic Director

February 1, 2021

Dear Parent/Guardian of Grade 12 Student:

We have now moved into the final semester of your student's high school career. This letter contains information of which I would like you to be aware. ***Please pay particular attention to the information regarding the commencement ceremony.***

- According to Board of Education policy, in order for a student to participate in the commencement ceremony, all fines, fees, and other financial obligations must be paid 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 pay 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 paid by the last day of the senior year.
 - A statement is enclosed for those students who have outstanding fines and fees.
 - ***As Semester 1 ended January 15, 2021, fines and fees are now due. Those unable to satisfy the debt at this time should contact me as soon as possible to set up a payment plan so that all fines and fees will be paid by 4:00 p.m. Thursday, May 27, 2021 (the last day of school for seniors).***
 - It is possible any student may incur another fine or fee during Semester 2. These fines and fees should be paid immediately. Those who develop a payment plan may include the new charges in that plan.

- The idea of a traditional indoor commencement ceremony was discussed at a recent meeting with the seniors on Student Council. Students were in favor of the idea. Therefore, we are going to attempt to hold a modified Senior Night and a modified traditional commencement ceremony in the High School Gym. The details are as follows:
 - Senior Night – Thursday, May 27 – Plans as of the date of this letter:
 - 5:30 p.m. – Dinner in the High School Commons.
 - Graduates will remain masked until seated for dinner.
 - Graduates will sit at tables. Plexiglas dividers will be used to separate students.
 - Meals will be plated and delivered to the tables.
 - 6:30 p.m. – Awards Ceremony in the High School Gym.
 - Each graduate will be allowed to bring two guests to this event.
 - Graduates who have non-custodial parents identified in PowerSchool will be allowed to bring that parent and a guest as well.
 - Guests will sit in assigned seats. This will allow for social distancing and contact tracing (if necessary).
 - Graduates and guests must remain masked the entire time they are in the building.
 - The event will be livestreamed on the school's Facebook page.
 - 8:00 p.m. – Guests will be dismissed. Seniors will remain for door prizes.
 - Commencement Ceremony Practice – Friday, May 28 – 10:00 a.m. Graduates should report to the High School Gym for a quick practice session.

Next Page

- Commencement Ceremony – Saturday, May 29 – 10:00 a.m. (***Please note the change in date and time. This has been done in order to compact the three events, reduce the possibility of infection spreading over a longer timeframe, and allow families to enjoy the holiday weekend following the earlier ceremony.***)
 - Each graduate will be allowed to bring two guests to this event.
 - Graduates who have non-custodial parents identified in PowerSchool will be allowed to bring that parent and a guest as well.
 - Guests will sit in assigned seats. This will allow for social distancing and contact tracing (if necessary).
 - Graduates and guests must remain masked the entire time they are in the building.
 - The band and choir will not be physically present at the ceremony. Band and choir selections will be pre-recorded and played prior to the ceremony.
 - The ceremony will be limited to speeches and the presentation of the class (diplomas and tassels).
 - At the end of the ceremony, guests will remain seated while graduates march out of the building. After the graduates have left, the guests will leave the building.
 - If COVID restrictions cause us to cancel the in-person commencement ceremony, we will revert to the drive-up ceremony format that was used for the previous graduating class. The date and time – Saturday, May 29, at 10:00 a.m. – will remain the same whether the ceremony is held in the High School Gym or as a drive-up event. If the drive-up ceremony format is used, graduates will not need to report for rehearsal on Friday, May 28.
 - The event – in either format – will be livestreamed on the school’s Facebook page.
- Mrs. O’Handley and I will review the status of seniors to identify those who are at risk of not meeting Sturgeon Bay High School’s graduation requirements by May 2021. Letters will be mailed to the parents/guardians of seniors who have been identified. If you have any questions or concerns about your student’s status, please contact Mrs. O’Handley as soon as possible so that any identified deficiencies may be addressed as soon as possible.
- Students must serve and document completion of 40 hours of community service. Documentation should be given to Mrs. O’Handley.
- Students must achieve a minimum cumulative grade point average of 1.5 after eight semesters of high school enrollment. The GPA will change each time grades are finalized (i.e., end of Semesters 1 and 2 as well as end of Quarters 1, 2, 3, and 4). In the past, there have been questions regarding the validity of grades for Semester 2 and Quarters 3 and 4. Although senior class rank is calculated at the end of Semester 1, all grades from Semester 2 and Quarters 3 and 4 are entered on the transcript and are included in the final GPA calculation at the end of the school year.
- Students are required to pass the Wisconsin Civics Exam in order to graduate. This is a Wisconsin state requirement. Most students complete this requirement in our American Studies course. Some students will not have our American Studies course until Semester 2 or Quarters 3 and 4. Any student who does not pass the test in American Studies must schedule an appointment with Mr. Blahnik to retake the test until it is passed.
- Board of Education policy requires that students must be registered as full-time students (the equivalent of three block courses) in the grading period immediately prior to graduation in order to be eligible for participation in the commencement ceremony. Students who are “under scheduled” should make an appointment to see Mrs. O’Handley to discuss possible scheduling options.

- School attendance for most seniors has been very good so far this year. However, it is not uncommon for the attendance of seniors to suffer during Semester 2. Please note that school policy limits students to a total of ten days of excused absence per school year. Once this threshold is reached, students are considered “excessively absent.”
- Board of Education policy states that a student who meets or exceeds the statutory definition of a habitual truant in the last two quarters immediately prior to graduation is ineligible to participate in the commencement ceremony. This means that ***a student who is unexcused for all or part of five days in Semester 2 will not participate in the commencement ceremony.*** Please stress the importance of exemplary school attendance with your student. Attendance is tracked remotely as well as in person.

If you have questions regarding any obligations or any other senior-related matter, please call the High School Office at 920.746.2819. Additional mailings will be sent as graduation approaches.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Nickel".

Robert Nickel, Principal

February 2021 TJ Walker Board Report

Important Updates:

Middle school interviews are underway. We hope to have three positions filled by the March 17th Board meeting.

- We have interviewed three Family and Consumer Science candidates on 2/2/21 and 2/8/21. We are waiting on secondary references before we make a decision to bring to a second interview.
- English interviews were held last week and we interviewed three candidates. One has received a positive reference and I am waiting on additional references. The position is posted as “open until filled.” In the next few days, I expect an application from an University of Iowa graduate who grew up in Abrams, Wisconsin.
- PE interviews began 2/11/21 and 2/18/21. We had 56 quality candidates to interview but one has dropped out for family reasons.

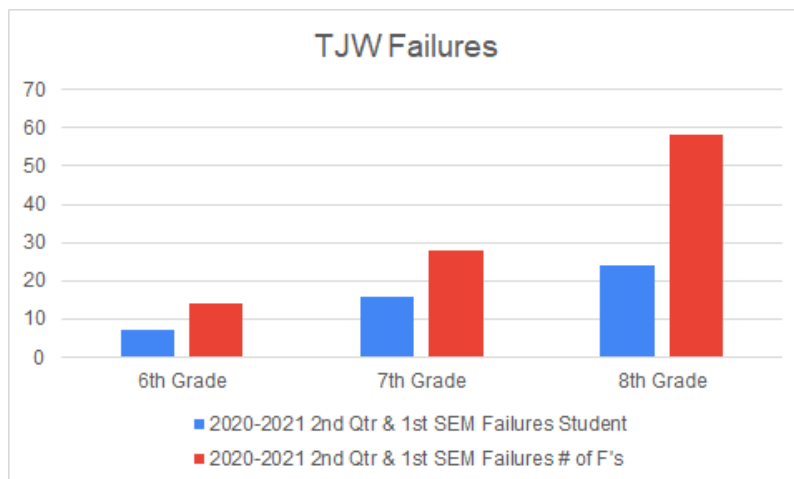
Teaching and Learning

- 2021-2022 Course Registration Schedules were sent out on 2/1/21 along with a video to parents explaining the process.
- February is Black History Month and we are reading daily announcements celebrating contributions made by African-Americans..
- Students identified to take the ACCESS test are being loaded into the DRC website.

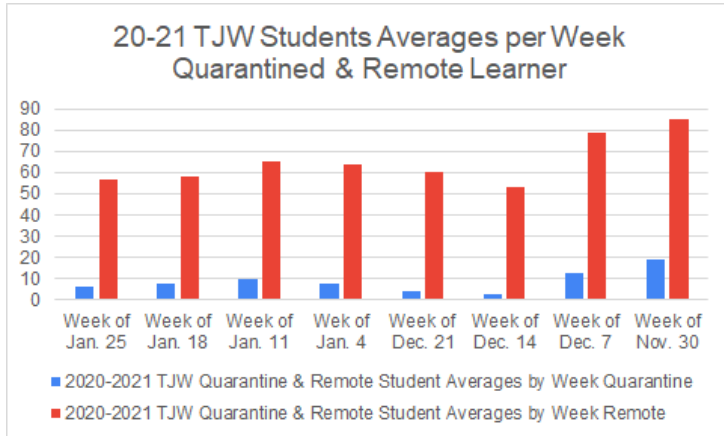
Community Outreach: Athletics, Clubs and Organizations

- MS Wrestling meets cancelled. No MS Girls Basketball games. MS Boys Basketball is still practicing.
- Boys & Girls Club started Homework Club on 2/1/21. Six students attended on Monday, February 1.
- Battle of the Books is being held on February 3. 22 students are participating in the event.
- Mr. Jacobson’s Video Game Club starts back up February 8.
- Students of the Week are announced weekly each Tuesday.
- *Mrs. Rabas met with me and we hope to bring back a school newspaper beginning in 2021-2022.*

2020 - 2021 TJWI 2nd Quarter and 1st Semester Failures



2020 - 2021 TJW Quarantine and Remote Students Weekly Averages



2020-2021 Student Attendance

Grade Level	Days Absent	Days Attended	Average Daily Attendance	Average Daily Attendance %
6	240.88	13844.13	76.91	98.29
7	252.88	11943.13	66.35	97.93
8	436	16141.00	89.67	97.36

To: Board of Education
From: Brian O’Handley, Principal, Sunrise Elementary School
Date: February 5th, 2021
Re: February Report to the Board



Teaching and Learning

STAR Screening Assessment Data - 2020/2021

STAR Math data for each grade level during the past 3 years:

District Benchmark Distribution of Same Set of Students Over Multiple Years												
■ Urgent Intervention ■ Intervention ■ On Watch ■ At/Above Benchmark												
School		Grade										
Sunrise Elementary School		3rd										
School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students	
			Number	%	Number	%	Number	%	Number	%		
2020-2021 School Year	3		4	7%	8	14%	4	7%	42	72%	58	
2019-2020 School Year	2		2	4%	2	4%	6	11%	46	82%	56	
2018-2019 School Year	1		2	4%	1	2%	5	10%	44	85%	52	

School		Grade										
Sunrise Elementary School		4th										
School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students	
			Number	%	Number	%	Number	%	Number	%		
2020-2021 School Year	4		4	6%	8	12%	7	10%	49	72%	68	
2019-2020 School Year	3		2	3%	5	8%	6	10%	50	79%	63	
2018-2019 School Year	2		0	0%	2	4%	4	7%	51	89%	57	

School		Grade										
Sunrise Elementary School		5th										
School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students	
			Number	%	Number	%	Number	%	Number	%		
2020-2021 School Year	5		6	11%	7	13%	5	9%	36	67%	54	
2019-2020 School Year	4		4	7%	3	6%	5	9%	42	78%	54	
2018-2019 School Year	3		4	8%	3	6%	3	6%	43	81%	53	

STAR Reading data for each grade level during the past 3 years:

District Benchmark Distribution of Same Set of Students Over Multiple Years

Urgent Intervention Intervention On Watch At/Above Benchmark

School **Sunrise Elementary School** Grade **3rd**

School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students
			Number	%	Number	%	Number	%	Number	%	
2020-2021 School Year	3		5	9%	8	14%	6	11%	37	66%	56
2019-2020 School Year	2		7	13%	8	14%	4	7%	37	66%	56
2018-2019 School Year	1	No Activity Data Found	--	--	--	--	--	--	--	--	0

School **Sunrise Elementary School** Grade **4th**

School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students
			Number	%	Number	%	Number	%	Number	%	
2020-2021 School Year	4		11	16%	9	13%	14	21%	34	50%	68
2019-2020 School Year	3		10	16%	3	5%	13	20%	38	59%	64
2018-2019 School Year	2		7	12%	5	9%	7	12%	38	67%	57

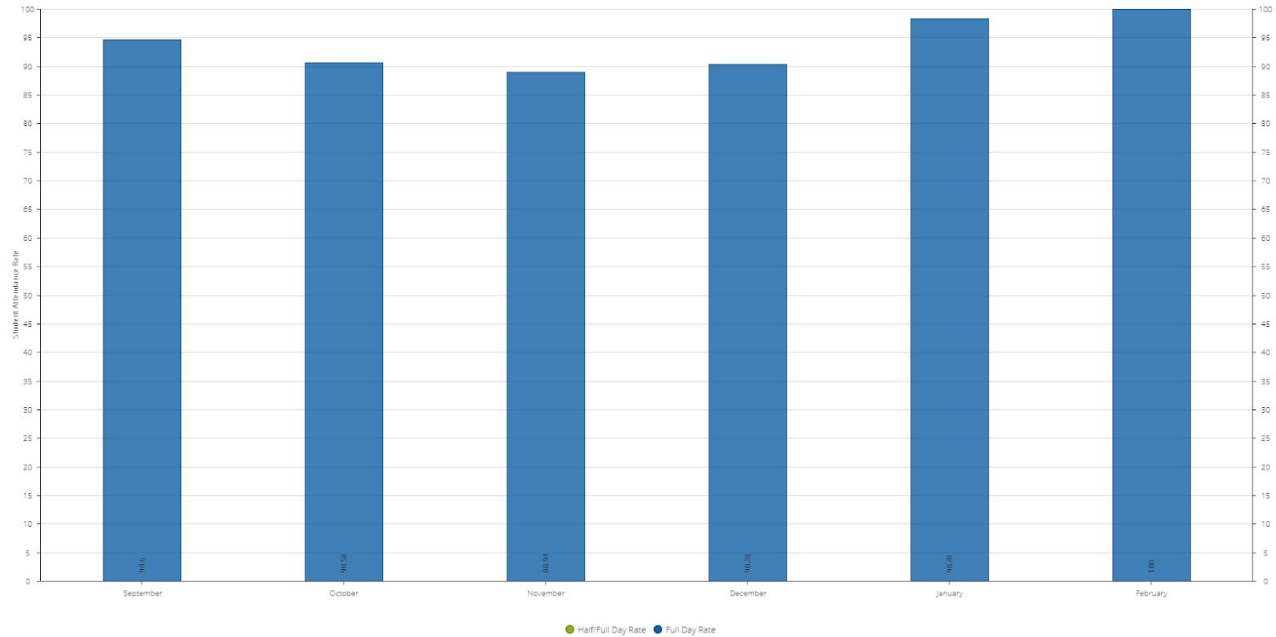
School **Sunrise Elementary School** Grade **5th**

School Year	Grade	% Benchmark Distribution	Below 10 PR		10 - 24 PR		25 - 39 PR		At/Above 40 PR		# Students
			Number	%	Number	%	Number	%	Number	%	
2020-2021 School Year	5		6	12%	5	10%	10	20%	30	59%	51
2019-2020 School Year	4		4	8%	2	4%	5	10%	41	79%	52
2018-2019 School Year	3		5	10%	3	6%	6	12%	37	73%	51

STAR Math and Reading Data Summary

There has been a measurable decrease in the percentage of students at or above proficiency for math and reading for all grade levels except one (3rd grade reading) during the last three years. As of February 2021, declines have been sharpest from the 2019/2020 school year to the current school year.

Sunrise Elementary Attendance Data - 2020/2021



Attendance Data Summary

Attendance rates dropped significantly during the fall and winter, but have returned to a pre-coronavirus level since the winter break. The number of students learning remotely has declined to approximately 10% of students as of February 5th.

Community Engagement

Spring Round of Parent/Teacher Conferences

Preparation for the spring round of elementary parent/teacher conferences will soon begin. Spring conferences will be held March 18th, from 3:00 to 5:30, and March 19th, from 1:00 to 5:30. Conferences will once again be held virtually.

Spring conferences provide another opportunity to connect with families about the progress their children are making. Teachers will be prioritizing students and families based on academic or behavioral concerns. We will again be using the [Bloomz](#) app for conference scheduling, with sign-ups beginning on Monday, February 15th.

Finance, Facilities and Operations

Playground Remodeling Project

A team of district staff and families have begun planning for an upgrade of the Sawyer and Sunrise playgrounds. Both campuses will be looking for replacements for playground equipment that were installed approximately twenty-five years ago. Staff will have met with two playground equipment installation companies by mid-February to tour our current playgrounds and learn more about our goals. These goals include:

- Identifying playground equipment in need of replacement.
- Choosing more inclusive playground equipment and surfaces that allow for all students to more easily use and enjoy.
- Moving some playground equipment to other locations on the Sunrise campus to help address issues with crowding.
- Sunrise planning will include an overall campus plan for tree replanting, new fencing, blacktop maintenance, and leveling of the soccer field.

COVID-19 Data Update

Below are Sunrise Elementary COVID-19 data summaries for December and January:

December Data		January Data	
Confirmed Student Cases	3	Confirmed Student Cases	3
Confirmed Staff Cases	1	Confirmed Staff Cases	0
Average Daily Number of Students Quarantined	31	Average Daily Number of Students Quarantined	12
Average Daily Number of Teachers Quarantined	1	Average Daily Number of Teachers Quarantined	0
Average Daily Number of Students Learning Remotely	68	Average Daily Number of Students Learning Remotely	41
Average Daily Number of Substitute Teachers	2	Average Daily Number of Substitute Teachers	2
Percentage of Days Sunrise Staff Acted as Substitutes	78%	Percentage of Days Sunrise Staff Acted as Substitutes	60%

Upcoming Events

- Friday, February 19th - Full day teacher in-service
- Friday, March 5th - End of 2nd trimester
- Monday, March 8th - Start of 3rd trimester
- Tuesday, March 9th - Parent Teacher Organization (PTO) meeting scheduled at 6:30 p.m. - virtual meeting only. A link to the meeting will be shared when made available.
- Wednesday, March 17th - 2nd trimester progress reports sent home
- Thursday, March 18th - Spring parent/teacher conference (virtual only) from 3:30 - 5:30
- Friday, March 19th - Spring parent/teacher conference (virtual only) from 1:00 - 5:30
- Monday, March 29th - Spring break begins
- Monday, April 5th - School resumes
- Tuesday, April 13th - Parent Teacher Organization (PTO) meeting scheduled at 6:30 p.m. - virtual meeting only. A link to the meeting will be shared when made available.
- Tuesday, May 11th - Parent Teacher Organization (PTO) meeting scheduled at 6:30 p.m. - virtual meeting only. A link to the meeting will be shared when made available.
- Friday, May 28th - Full day teacher in-service
- Monday, May 31st - Memorial Day holiday
- Friday, June 4th - Last day of school - 3rd trimester progress reports sent home

Board of Education Report
February, 2021
Ann Smejkal, Ph.D.
Sunset School Principal
Director of Teaching and Learning



Current Covid Numbers

0 active cases at SS/SW
14 Students out in quarantine
2 staff members out in quarantine

Sunset and Sawyer Schools

- Sunset and Sawyer teachers are working on finalizing mid-year assessments to prepare for upcoming parent conferences in March.
- February 2nd we celebrated the 100th day of school! Many fun counting activities were used to help celebrate.
- 4K and Kindergarten staff have met with the Creative Business Solutions team to begin looking at furniture needs for the move to Sawyer.

Office of Teaching and Learning.

- Winter STAR assessments are complete. Scores for grades K-3 are noted in the AGR report you received with this packet. We are required to report our mid-year and end of year growth as a part of the Achievement Gap Reduction grant (formerly known as SAGE).
- Jeanne Schopf has worked with Dr. Nell Thompson to solidify March 1,2 and 3 as the dates for our literacy audit.
- Our staff continue to make progress completing their Safe School modules. I am very pleased with their efficiency in getting this necessary training completed early in the year.
- Joe Shriner-Schmitt and Michelle Forrest have completed their Master Teacher modules to become “highly qualified” as teaching associates according to the federal ESSA guidelines.
- Several key staff including academic coaches and special education teachers are receiving additional training on Educlimber, our achievement data base, on February 26th.
- I will be attending the virtual Federal Funding conference February 22-23, 2021. This annual conference is an opportunity to keep up to date on any changes with our federal grants.

Community Engagement

- Several parents have volunteered to be a part of our playground committee. This group has had two companies come to tour our three playgrounds and they will be preparing options for the committee to look over.

Finance/ Facilities and Operations

- Building at Sawyer continues despite the recent cold weather. The walls are going up which allows us to better visualize the shape and size of the addition.

Upcoming Dates:

February 19 - Staff in-service day - no school for students

March 1,2,3 - Literacy Audit at grades 4K-3

March 5 - end of Trimester 2

March 17 - report cards go home

March 18-19 - Spring Parent Conferences

March 29 - April 2 - Spring Break



Mrs. Ulberg's class by the 100 day sign made by Mr. and Mrs. Dalske

MEMO

To: Board of Education

From: Lindsay Ferry

Date: February 1, 2021

Re: February 2021 Director of Special Education and Pupil Services Report

Teaching and Learning:

Special Education: The Special Education team has been busy working to meet student's individual needs both in-person and virtually. Special Education teachers are beginning to plan for next year and restructuring schedules/minutes to ensure we are able to meet student needs in the most collaborative/innovative way. Virtual speech therapy has begun in the district, and the new speech and language pathologist is excited to get to know our students.

Counseling Team:

Sunset/Sawyer: Ms. Karlie Martens continues to collaborate with each teacher at both Sunset and Sawyer Elementary Schools. Her focus has been on meeting student's social-emotional needs so that they have the skills necessary to be successful in the classroom.

Sunrise Elementary: Gary Grahl is currently on a team project that will renovate the elementary playgrounds with new and exciting equipment and landscaping that will be more inclusive to students with sensory needs. Sunrise has incorporated the research-based Second Step SEL curriculum into our daily specials, which he is facilitating.

TJ Walker Middle School:

Mrs. Kiedrowski has been leading the staff wellness sessions using the Compassion and Resilience Toolkit. In partnership with the High School, efforts have been made to work with the Mental Health Focus Group of Door County to get the lighthouses finished and distributed for painting at the various schools/places participating. Please look for the finished lighthouses around in the community.

Sturgeon Bay High School:

- Supporting students as we moved from semester one to semester two. This includes processing schedule changes that were needed based on academic needs. More changes have been needed this year due to students struggling to be successful as remote learners. This also includes students adjusting to new or different plans for life after high school and needing to change their schedules based on these new plans/goals. This also includes transitioning a few new students to the high school.

- Monitoring the graduation progress of our seniors and making adjustments and "back-up plans" as needed.
- Beginning the scheduling process for the 2021-22 school year.
- Mental Health Focus Group, and Project 180 on the suicide prevention lighthouse project.
- Facilitated PSAT/NMSQT exam.
- Processing ACT accommodations and continuing to prepare for our juniors to take the ACT on March 9. This includes creating a remote/online version of our usual ACT prep program for Juniors. This year we purchased Method Test Prep as an add on to Xello and are encouraging students to use the great resources in Method Test Prep.

Community Engagement/Programming: The Sturgeon Bay Community School is gaining momentum with a few new stakeholders to the team. The Director of Special Education and Pupil Services has sent out surveys to open-enrolled special education students, our homeschooled families, and families with students in grades 1-5 in regard to what they are looking for in educational options. The team will use this information to create programming options both in the Environmental option and in traditional settings. Staff continue to reach out with interest to the programming options. The team will work together to begin planning for projects, creating learning experiences, and connecting to live experts in the community.

Recent and Upcoming meetings include the following:

Upcoming Events:

- Virtual Therapy Meeting Sessions-Ongoing
- February 8: Staff Presentation of SB Community School
- February 12: STRIDE
- February 15: CESA Conference
- February 23: WDOR M
- February 25: SB Community School Stakeholder Meeting
- February 26: Educlimber Training
- Ongoing: Child Study Find at Sunset Elementary School
- Ongoing: AIMS Reading Class: Understanding the Science of Reading



School District of Sturgeon Bay

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

Phone: 920.746.2800 • Fax: 920.746.3888 • www.sturbay.k12.wi.us

Dan Tjernagel
Superintendent

dtjernagel@sturbay.k12.wi.us

February 17, 2021 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated February 9, 2021

1. Teaching & Learning

- a. **“Flexible Fridays”** – We are now in our fourth month of the early release system. As a quick review, here are the primary activities associated with the early release Fridays as we navigate the current school year:
 - One-on-one help – Assist in-person and/or virtual students who need extra support.
 - In-person assistance – Virtual students could access labs or equipment not available at home.
 - Parent communication – Contact parents of in-person and/or virtual learners regarding progress and needs.
 - Assessment – Create alternative virtual assessments; provide feedback; provide additional student time.
 - Lesson & virtual materials preparation – Create lessons and materials for the virtual classroom.
 - Learning materials – Upload materials into Google classroom and other formats.Special thanks once again to everyone in our school community who is working with us in order to make the year as successful as possible.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is Monday, February 15. This year the meetings move from the second Monday of the month to the third Monday of the month.
- b. **YMCA Board meetings** – The regular monthly YMCA Board meeting is Thursday, February 11.
- c. **Public Health, DCMC, and Door County School District Meetings** – The group continues to meet via the county’s WebEx virtual meeting system on Thursday mornings at 8:00 A.M. Public health representatives, DCMC representatives, and representatives from the various county school districts typically attend. Recent hot topics involve the supply and demand challenges associated with getting the vaccine to residents over 65 and school staff, as well as the growing frustration of COVID challenges on everyone, heightened emotions if a quarantine leads to missing an athletic competition especially in the post-season, and so forth. Special meetings are also called when needed.

3. Finance, Facilities, & Operations

- a. **Capital Project Update** – We continue to hold regular construction-related meetings with the Miron and EUA teams (not unlike the meetings we had every other Friday during the design phase over the spring, summer, and into the fall). Those meetings occur every other Tuesday morning and should continue for the next several months.

Eric from Miron reports that things continue to be on schedule at Sawyer (if not a little bit ahead of schedule); even with the cold that hit us the second week of February, so far the construction team has not had to use any of the 14 days set aside in the timeline for lost work days due to weather yet.

Eric reported that several things will occur at the middle and high school as well as Sunrise over Spring Break to get a jump on the large amount of construction slated for the summer. (Construction team leaders and John Sullivan had a lengthy meeting on February 8.) The team continues to work to dial in timelines so the various pieces around construction, moves out and in, etc. are on track for success since so much will be happening over the summer.

We continue to carry an appropriate contingency fund and discussed this during the meeting on February 9. We will assemble an updated document internally and continue work with our partners to dial in on the scheduled work that should move forward on budget and some of the items that would be best done both in terms of the actual work and the cost at the right time with the contingency fund. One example that may help to understand the process deals with the racks and air flow associated with the various “closets” that house servers and technology components, which we rely on more and more each year. Another example deals with furniture that surpasses the allocated funds but may be best to acquire at the same time as pieces in the newest spaces. Stay tuned.

- b. **Weekly Superintendent meetings** – For quite some time, some of the superintendents from Door and Kewaunee County have met on Thursday mornings (after our standing Door County meeting with public health & DCMC) to keep the communication lines open, share developments and ideas, etc.
- c. **SBHS Principal Posting** – The position was posted on December 14, 2020 with an application deadline of February 14, 2021. As of the preparation of my report prior to the deadline, we have 25 applicants, with more than half having varying levels of administrative experience. I have talked with several candidates and potential candidates and have some more conversations planned. Admin Team reps and I will further discuss the candidate pool as well. The thinking continues to be that we will invite candidates in for formal first-round interviews, which are slated for the first week of March. Provided this process goes well, we would like to have second-round/finalist interviews the second week of March. This positions us to approve a candidate as early as the March 17 regular Board meeting.
- d. **Sawyer Principal Posting** – The position was posted on January 18, 2021 with an application deadline of March 14, 2021. As of the preparation of my report prior to the deadline, we have 18 applicants. I have not reviewed many of the applications yet but anticipate some quality applicants much like what we are seeing with the SBHS principal process. Likewise, I have not started to reach out to candidates to have conversations yet

however I have spoken with a high-quality candidate who had reached out to me. We will plan to follow a very similar approach to the SBHS process but delayed a month. This has us targeting the first week of April for formal first-round interviews, followed by the second week of April for second-round/finalist interviews. This positions us to approve a candidate as early as the April 21 regular Board meeting.

e. **Neola Board Policy Updates** –

- Update 29.1 is in process with first readings occurring in January, and second readings now in February.
- Update 29.2 is next. Ann, Jean, and I met on January 12.
- There is also an Edgar 2.0 update I plan to have Jake and the Business review before seeing what may need Board attention.
- Update 30.1 would then be the next set of revisions.

- f. On the **post-employment benefit** front, we know there was a work group last school year and additional conversation at the Board level in a learning session last spring. Jake gave an update based on what the consultant had sent at the Board Retreat. We have discussed shifting to another consultant if Andy cannot give us the support and information we need. As a quick reminder, dollars had been earmarked to begin a transition to a new system.

4. **Additional Items and/or Updates**

Book	Policy Manual
Section	29.1 for board
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

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.

Bylaw

Rule of the Board for its own governance.

Clerk

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

District

The School District.

District Administrator

The ~~administrative head~~ ~~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.

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records.

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 that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that 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.

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.)

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 administrative head ~~chief executive officer~~ of the School District as Superintendent. As such, the superintendent has the same authority as the District Administrator by law. 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.

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

© Neola 2020~~17~~

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of AUTHORITY
Code	po0121
Status	
Adopted	April 17, 2013

0121 - AUTHORITY

The supervision of this District shall be conducted by the Board ~~of Education, hereinafter sometimes referred to as the "Board",~~ which is constituted and ~~is~~ governed by the laws of the State of Wisconsin.

© Neola 2006

Legal Chapters 118 and 120, Wis. Stats.

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of VACANCIES
Code	po0142.5
Status	
Adopted	April 17, 2013
Last Revised	October 19, 2016

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony or imprisonment for one (1) or more years
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required
- G. the incumbent's ceasing to possess the legal qualifications for holding office
- H. the incumbent moving his/her residence out of the District
- I. The incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of this/her intent to return to his/her unexpired term

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26.

Filling a Board Vacancy

The vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President or District Administrator.
- C. The Board may interview interested candidates to ascertain their qualifications.
- D. ~~Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board.~~ If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by:
 -
 - 1. appointment of the Board President.
 - 2. from among the applicants who completed the process noted above _____.
 -

[

[x.] The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4). When a vacancy occurs in the office of a Board member who is in the last year of his/her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the

next spring election in the office of a Board member who is not in the last year of his/her term, the successor shall be elected at the 2nd following spring election. Elections to fill unexpired terms shall be held simultaneously with the elections for regular terms. [END OF OPTION]

Revised 9/16/15

© Neola 2020~~16~~

Legal 17.03 et seq., Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of AUTHORITY
Code	po0143
Status	
Adopted	April 17, 2013

0143 - **AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

Individual members of the Board do not possess the powers that reside in the Board ~~itself of Education~~. The Board speaks through its actions set forth through motions, resolutions, and other official actions taken at Board meetings and officially noted in the minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

© Neola ~~2020~~¹⁵

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of CONFLICT OF INTEREST
Code	po0144.3
Status	
Adopted	April 17, 2013
Last Revised	June 18, 2014

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 as defined in 19.42(7), Wis. Stats., 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 mMembers 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.

© Neola 2015

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of SPECIAL MEETINGS
Code	po0164.2
Status	
Adopted	April 17, 2013
Last Revised	December 19, 2018

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.

~~-~~
A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.
~~-~~

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 Board office and such other places as the Board may determine. unless for good cause such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

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, provided appropriate notice is provided as defined under Chapter 19.

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

© Neola 2020~~18~~

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

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of VOTING
Code	po0167.1
Status	
Adopted	April 17, 2013
Last Revised	October 19, 2016

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.

© Neola 2016

Legal 19.83, Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of E-MAIL - PUBLIC RECORDS
Code	po0167.6
Status	
Adopted	April 17, 2013
Last Revised	October 19, 2016

0167.6 - E-MAIL - PUBLIC RECORDS

There should be no expectation of privacy for any messages sent by e-mail. All email sent or received by any member of the Board in ~~the~~ the course of conducting the business of the Board, ~~including not using the District provided~~ e-mail address not supplied by the District, shall be provided to the ()Records Custodian (x)(District Administrator) ~~District Administrator~~ for preservation.

Such records may be subject to disclosure under the Public Records law.

The District Administrator shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

- A. develop procedures for collecting, archiving and cataloging Board e-mail communications
- B. develop procedures for reproducing Board e-mail communications to comply with a request under the Public Records law
- C. promptly disseminate the procedures for collecting, archiving and cataloging Board member e-mail communications to each Board member

Board members are required to provide to the (x) District Administrator () District Administrator all e-mail communications, when sent or received on an e-mail address other than the District provided e-mail address, using the procedure developed by the District Administrator without regard to whether the Board member believes the communication is subject to disclosure under the Public Records law.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the ~~()Records Custodian or~~ District Administrator.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account, which involves District business.

© Neola ~~2020~~16

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of USE OF PERSONAL COMMUNICATION DEVICES
Code	po0167.7
Status	
Adopted	April 17, 2013

0167.7 - **USE OF PERSONAL COMMUNICATION DEVICES**

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies ~~(-) and administrative guideline:~~

- A. Policy 7530.02 - Staff Use of Personal Communication Devices
- B. Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices
- C. Policy 7530.01 - Board-Owned Personal Communication Devices
- D. Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety
- E. AG 7540.04 - Staff Network and Internet Acceptable Use and Safety

For purposes of this Bylaw, PCDs shall be defined as set forth in [Board Bylaw 0100 - Definitions](#) ~~the above identified policies.~~

© Neola ~~2020~~¹²

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po0174.2
Status	
Adopted	April 17, 2013

0174.2 - **SCHOOL PERFORMANCE REPORT**

The Board of Education will also publish an annual school and School District performance report including all information prescribed by statute. By January 1st of each year, the School Board shall notify the parents of each student enrolled in the District of the right to request a school and School District performance report. Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the 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.

The School and School District Performance Report will be posted on the District's website [required for those District's that maintain a website]. [115.38, Wis. Stats.](#)

© Neola 2020~~15~~

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of CONFLICT OF INTEREST
Code	po1130
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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 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 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 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 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.

[It is a violation of this policy to take action or to refrain from taking action, or for an administrative 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, as defined in 19.42\(7\), Wis. Stats.](#)

- E. 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.

© Neola 2020~~19~~

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

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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 [\(see also Policy 7544\)](#) 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.](#)

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

© Neola 2020~~19~~

Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR
Code	po1241
Status	
Adopted	April 17, 2013
Last Revised	September 16, 2015

1241 - NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR

The Board ~~of Education~~ has an obligation to the students, parents, and residents ~~citizens~~ of this District to employ the professional leadership the Board feels best suited ~~trained and equipped~~ to meet the educational needs of the students ~~their children~~. ~~It shall meet that obligation by retaining only a highly qualified person as District Administrator for this District. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.~~

The Board of Education shall evaluate the administrator regularly as stipulated within the contract. The Board, when desiring to release the administrator, shall be guided by the following procedures for his or her release:

- A. Base its judgment on a written evaluation using the job description as a primary basis.
- B. Submit to the administrator written judgments where improvements need to be made.
- C. Provide a one year probationary period, when possible, for rectification of those areas deemed deficient.
- D. Conduct necessary conferences with the administrator at all times.
- E. Submit to the administrator in writing the decision of the Board and the details for release from the position.

When the Board chooses to non-renew the administrator's contract, proper notification must be given pursuant to state statutes.

The District Administrator may not be employed or dismissed except by a majority vote of the full membership of the Board. Modification or termination of the administrator's contract may be made by mutual agreement of both parties.

If the Board intends to consider non-renewal of the District Administrator's ~~non-renew a~~ contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private-hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the District Administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full Board.

Non-renewal of the District Administrator's contract shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator.

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated.

Policy 3143 applies to administrators other than the District Administrator.

© Neola 2020~~15~~

Legal 118.24(6) and (7), Wis. Stats.

Last Modified by Bob Werley on April 4, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	
Adopted	April 17, 2013
Last Revised	June 14, 2017

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render school administrative employees unable to perform their duties.

The Board authorizes the District Administrator to place an administrative employee on leave for physical or mental condition that affects the employees ability to perform assigned duties in conformance with the law

The District Administrator may require that the administrative employee submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated by the District, ~~or both, a healthcare provider designated by the Board and compensated by the District.~~

The employee 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/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the District Administrator 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 administrative staff member is found to be unable to perform assigned duties, the administrative staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability ~~with such compensation to which s/he is entitled until proof of recovery, satisfactory to the District Administrator, is furnished.~~

Should an administrative staff member 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 3430.01 as provided by ~~law~~law.

In the event the District Administrator is the administrator subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

© Neola 2020~~16~~

Legal	29 C.F.R., Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
	111.32, et. seq., the Wisconsin Fair Employment Act

Last Modified by Bob Werley on April 5, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS
Code	po1619.02
Status	
Adopted	November 15, 2017

1619.02 - **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

The Board ~~of Education~~ provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan (employee paid option)
- E. Employee Assistance Plan
 - 1. Health Flexible Spending Accounts (FSA)
 -
 - 2. Limited Purpose Flexible Spending Accounts (LPFSA)
 -

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA) . Fully insured group health plans generally are exempt from many of the requirements imposed upon self- funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Business Manager to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

© Neola 2020~~16~~

Legal

- 20 U.S.C. 1232g
- 29 C.F.R. Part 1635
- 42 U.S.C. 1320d-2
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- Health Insurance Portability and Accountability Act (HIPAA)
- 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
- 45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
- 45 C.F.R. 164.530(k)

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	April 17, 2013

2210 - CURRICULUM DEVELOPMENT

The Board ~~of Education~~ recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the District Administrator.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. consistent with 118.30 Wis. Stats., incorporates State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes a variety of learning resources to accomplish the educational goals;
- H. encourages students to utilize guidance and counseling services in their academic and career planning;
- I.

1. [in the elementary grades, provides regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;](#)
2. [in grades 5 to 8, provides regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;](#)
3. [in grades 9 to 12, provides access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;](#)

4. provides regular instruction in foreign language in grades 7 and 8;
5. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in Wis. Stats. 253.15 (5);
6. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;

- J. provides that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally- recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- K. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro- Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of this District, the District Administrator shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals. Each such innovative program must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the Board.

The District Administrator shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

Unless the Board disapproves, the District Administrator may proceed to conduct the program.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.

© Neola 2020~~07~~

Legal 118.01, 118.24, Wis. Stats.

Last Modified by Bob Werley on April 5, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	
Adopted	April 17, 2013
Last Revised	September 16, 2015

2260.01 - **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Title IX Complaint Coordinators/District Compliance Officers (hereinafter referred to as the "COs")

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

District Administrator
 School District of Sturgeon Bay
 1230 Michigan Street
 Sturgeon Bay WI
 (920)746-2801

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Training

The District Compliance Officer will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to persons with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

-

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the ~~Principal (x)~~ District Administrator. **[END OF OPTIONS]** prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. [OPTION 2] Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress. **[END OF OPTIONS]**~~ The investigation will include: ~~[OPTION 1]~~

1. interviews with the Complainant;
2. interviews with any persons named in the complaint;
3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
4. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may ~~(X)~~ in consultation with the District Administrator or Board President, **[END OF OPTION]** engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant () and to the Respondent, if any. **[END OF OPTION]**. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the complainant or respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator (x) shall be final (x) and may ~~will~~ be reviewed **[END OF OPTION]** by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint, or report of, regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy, or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

- During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Retention of Public Records, Student Records, and Investigatory Records and Materials

- All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

-

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts related to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

- The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

- The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

© Neola 2020~~15~~

Legal 34 C.F.R. Part 104
 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

In furtherance of the aforesaid goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon race; color; age; pregnancy; marital or parental status; sex or sexual orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society.
2. provide that necessary programs are available for students with limited use of the English language.

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of race; color; religion; age; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program.

C. Student Access

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical,

mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

E. Student Evaluation

require that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; color; religion; age; creed; pregnancy; marital or parental status; sex or sexual orientation; physical, mental, emotional, or learning disability; or national origin.

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

Title IX Complaint Coordinators/Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Dan Tjernagel
Superintendent
920-746-2801

~~Sharon Sanderson~~ [Lindsay Ferry](#)
Pupil Services Director
920-746-2804

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with any persons named in the complaint;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's ~~an~~ Attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may (x) in consultation with the District Administrator or Board President, [END OF OPTION] engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the complainant.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and ~~of~~ statements collected;
- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel;
- E. ~~written witness statements;~~
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements; ~~verbal~~
- G.
- H. all any documentary evidence;
- I. ~~handwritten and contemporaneous notes;~~
- J. e-mails, texts, or social media posts related to the investigation ~~and allegations;~~
 1. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
 2. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;; and
- N. documentation of all actions, both individual and systemic, taken to stop the discrimination or of harassment, prevent its recurrence, eliminate any hostile environment, and remedy its the discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 11/15/17

© Neola 2019

Legal	118.13 Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 29 U.S.C. Section 794, Rehabilitation Act of 1973 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979
-------	---

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	REPLACEMENT POLICY - VOL. 29, NO. 1 - PARENT AND FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS
Code	po2261.01
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

REPLACEMENT POLICY - VOL. 29, NO. 1

2261.01- PARENT AND FAMILY 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.

In order to build the School District's capacity for parent involvement, the District Administrator and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;

H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

© Neola 2020

Legal 20 U.S.C. 6318
 34 C.F.R. Part 200 et seq.

Last Modified by Bob Werley on April 5, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of TITLE I SERVICES
Code	po2261
Status	
Adopted	April 17, 2013
Last Revised	September 16, 2015

2261 - TITLE I SERVICES

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

The District Administrator shall prepare and present to the Department of Public Instruction 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 involved in its implementation. Appropriate training will be provided to 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 who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 11168 of the Act.

D. upplement Not Supplant andComparability of Services

Title I funds will be used only to supplement, not supplant~~augment, not to replace~~, State and local funds. The District will document its compliance with the supplement not supplant provisions by using a written methodology 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 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, ~~in accordance with Federal regulations~~, 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 spent on compensatory education programs, bilingual education programs, and programs for educationally disabled students. The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of the school year.

In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. Professional Development

~~The District Administrator shall develop administrative guidelines whereby M~~ members of the professional staff participate in the design and implementation of staff development activities that: ~~meet the requirements of Section 1119 of the Act and:~~

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
 - a. performance-based student assessment
 - b. use of technology
 - c. working effectively with parents
 - d. early childhood education
 - e. meeting children's special needs
 - f. fostering gender-equitable education
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

F. **Simultaneous Services**

~~In accordance with law, a school offering Title I services may also serve other students with similar needs.~~

© Neola 2020~~15~~

Legal 20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965
 34 C.F.R. Part 200, et seq.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of START COLLEGE NOW PROGRAM
Code	po2271.01
Status	
Adopted	December 19, 2018

2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District if attending the District as a non-resident.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of his/her intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461;
- D. must not be ineligible for participation for having failed a previous class under either this program or the Early College Credit Program (Policy 2271) and failed to reimburse the Board for any **required** costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

Undue Financial Hardship

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

(x) Reimbursement for Course Failing Grade

[NOTE: Whether this authority exists in the Start College Now Program as it did when technical college attendance was part of Youth Options is unclear based on the statutory language as it currently exists. Districts are advised that differing interpretations exist and should consult legal counsel before selecting this option.]

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent or guardian, or the student if s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District or constitutes a failing grade for a course taken at a technical college under this section.

© Neola ~~2020~~¹⁸

Legal 38.12(14), Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	NEW POLICY - VOL. 29, NO. 1 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370
Status	

NEW POLICY - VOL. 29, NO. 1

2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options vary depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades 11 and 12 may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

International Baccalaureate Program

Magnet, Specialized, and Immersion schools

Instrumentality Charter Schools

Cooperative Academic Partnership Program (CAPP) Courses

Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.

Partners in Education (PIE) Courses

Students may enroll in PIE courses offered in conjunction with UW-Whitewater for college credit.

Dual Credit Programs

Students enrolled in grades 11 and 12 may take approved dual credit programs with Northeast WI Technical College in accordance with State law and District procedures.

Tutorial Programs

Eligible students may receive tutoring from staff or designated student tutors in accordance with Policy 2415. Qualified students may be appointed to serve as tutors for service credit or academic credit.

Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Advanced Study

Advanced study offers student the opportunity to go beyond the curriculum of a course or to integrate two or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

Online Courses

Students may enroll in online courses when such course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Full-Time Open Enrollment.

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

© Neola 2020

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of SCHOOL PERFORMANCE REPORT
Code	po2700.01
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

2700.01 - **SCHOOL PERFORMANCE REPORT**

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.

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.](#)

- A. ~~the number and percentage of schools identified for school improvement and how long they have been in that category~~
- B. ~~a comparison of the achievement by the Districts' students on the Statewide academic assessment to the achievement of students in the State as a whole~~
- C. ~~for each school, whether it has been identified for school improvement, and a comparison of the school's student achievement on the Statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole~~
- D. ~~aggregated achievement information on State assessments in math, reading or language arts, and science~~
- E. ~~achievement information for math, reading or language arts, and science disaggregated by race, ethnicity, disability, gender, migrant status, English proficiency, and status as economically disadvantaged, except in cases where numbers are too small to be statistically robust or where the results would reveal personally identifiable information about an individual student~~
- F. ~~the percentage of students not tested, disaggregated with the same conditions as in paragraph E above~~

- G. ~~information that can be used to compare actual achievement levels with State objectives for each group~~
- H. ~~the most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required~~
- I. ~~aggregate information on State indicators used to determine adequate yearly progress in achieving State academic achievement indicators~~
- J. ~~graduation rates for high school students~~
- K. ~~information about performance of the District and whether it is making adequate yearly progress, including the number and names of schools identified for school improvement under "Consequences for Low Performing Schools", and~~
- L. ~~the professional qualifications of teachers and, the percentage of such teachers teaching with permits or emergency, both in the aggregate and disaggregated by high poverty compared to low poverty schools~~

~~This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and made widely available through public means such as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language the parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.~~

SCHOOL ACCOUNTABILITY REPORTS

A copy of the accountability reports and ranking levels for each school within the District shall be provided to all parents on an annual basis.

Revised 6/18/14
 Revised 11/16/16

© Neola ~~2020~~¹⁹

Legal 115.38, Wis. Stats.
 20 U.S.C. 6311

Last Modified by Bob Werley on April 5, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of DRUG-FREE WORKPLACE
Code	po3122.01
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

3122.01 - DRUG-FREE WORKPLACE

The Board ~~of Education~~ believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and other drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance or alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Professional staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

~~(x) Each staff handbook will include a copy (x) x a summary [END OF OPTIONS] of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. [END OF OPTION]. (x) The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. [END OF OPTION]~~

Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines such as those referenced in the Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

(x) Off Work Conduct

~~Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his/her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.~~

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 12/21/16

© Neola 2020~~17~~

Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of WISCONSIN QUALITY EDUCATOR INITIATIVE
Code	po3125
Status	
Adopted	April 17, 2013

3125 - **WISCONSIN QUALITY EDUCATOR INITIATIVE**

The Board of Education is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Any teacher employed by the District while holding a Tier II license, and who has fewer than three (3) years of full-time teaching experience, shall be provided all of the following:

-

1. Ongoing orientation and support which is collaboratively developed by teachers, administrators, and other School District stakeholders.
2. A licensed mentor who successfully completed a mentor training program approved by the Wisconsin Department of Public Instruction.

-

The (x) building administrator (.) District Administrator [END OF OPTIONS] is responsible for providing any mentoring, or other support services required for any teacher employed by the District while holding a Tier I license.

~~Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the District Administrator to develop a licensure support plan consistent with the requirements of P.I. 34.~~

~~The District Administrator shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team.~~

© Neola 2020~~11~~

Legal	P.I. 34, Wis. Adm. Code
-------	-------------------------

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	
Adopted	April 17, 2013
Last Revised	June 14, 2017

3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board ~~of Education~~ to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board authorizes the District Administrator to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law

The District Administrator ~~may shall~~ require that the professional staff member submit to an appropriate examination a healthcare provider of the professional staff member's choice, a healthcare provider designated and compensated by the District, or both. ~~by a healthcare provider designated and compensated by the District.~~

The professional staff member 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/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 3122.02, the District Administrator 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 such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability ~~until proof of recovery, satisfactory to the District Administrator, is furnished.~~

Should a professional staff member refuse to submit to the examination requested by the District Administrator such refusal shall subject the professional staff member to disciplinary action.

The Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430 as provided by law.

© Neola 2020~~16~~

Legal	111.32, et. seq., the Wisconsin Fair Employment Act
	29 C.F.R., Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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.

Staff members shall not engage students in social media and online networking media ([see policy 7544](#)), such as Facebook, Twitter, for personal reasons but may engage students as part of an approved educational plan by the Principal.

[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.](#)

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

© Neola 2020~~19~~

Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of CONFLICT OF INTEREST
Code	po3230
Status	
Adopted	June 19, 2019

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 to 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 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 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 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.

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, [as defined in 19.42, Wis Stats.](#)

© Neola 2020~~19~~

- 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 Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of GRIEVANCE PROCEDURE
Code	po3340
Status	
Adopted	April 17, 2013

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. Any fees or costs charged by the impartial hearing officer shall be () paid by the District (x) split evenly between the grievant and the District.

-

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.

© Neola 2020~~11~~

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of EMPLOYEE ANTI-HARASSMENT
Code	po3362
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

3362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender 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 Characteristics"), 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 will investigate all allegations of harassment and in those cases where harassment is substantiated, the board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the District, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated.
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as defined in D below.
- D. Appropriate school officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

Anti-Harassment Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

~~Sharon Sanderson~~ [Lindsay Ferry](#)

Pupil Services Director
920-746-2804
1230 Michigan Street
Sturgeon Bay, WI 54235

ssanderson@sturbay.k12.wi.us

Dan Tjernagel
 Superintendent
 920-746-2801
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 dtjernagel@sturbay.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and/or on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through either the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, CO, District Administrator, or another supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. ~~Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of the CO for such complaints.~~ **Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who may, in consultation with the other CO, if any, assume the role of the CO for such complaint.**

-

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "respondent", that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The COs' recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the School Board Attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may (.) in consultation with the District Administrator or Board President, [END OF OPTION] engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The School District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving rights against self-incrimination in the context of any resulting

criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the District Administrator.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to or summary of this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/16/13

Revised 6/18/14

Revised 3/18/15

© Neola 2020~~19~~

Legal

Wis. Stats. 111.31, 118.195, 118.20

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)

20 U.S.C. 1681 et seq.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973

29 C.F.R. Part 1635

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS
Code	po3419.02
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

3419.02 - **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan (employee paid option)
- E. Employee Assistance Plan
- F.

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA) . Fully insured group health plans generally are exempt from many of the requirements imposed upon self- funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Business Manager to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPPA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

Revised 6/18/14

© Neola 2020~~16~~

Legal

- 20 U.S.C. 1232g
- 29 C.F.R. Part 1635
- 42 U.S.C. 1320d-2
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act Health Insurance Portability and Accountability Act (HIPAA)
- 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
- 45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
- 45 C.F.R. 164.530(k)

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of LEAVES OF ABSENCE
Code	po3430
Status	
Adopted	April 17, 2013

3430 - LEAVES OF ABSENCE

Any professional staff member may ~~direct a~~ request a discretionary voluntary leave of absence ~~to from~~ the Board. All requests shall state the reason for the leave and the expected duration of the leave.

All requests for unpaid leaves of absence by professional staff members shall be authorized by the Board. ~~presented to the Board of Education for approval and shall state the reason for the leave and the expected duration of the leave.~~

[

This policy governs leaves in addition to leave under Policy 3430.01 (FMLA), however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave, ~~except as expressly provided for in any applicable collective bargaining agreement.~~

Any professional staff member granted a leave of absence by the Board shall be considered to have stopped performance of ~~terminated~~ all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

© Neola 2020~~11~~

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	
Adopted	April 17, 2013
Last Revised	June 14, 2017

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3432 (sick leave), Policy 3430.01(FMLA), and Policy 3430 (extended leave).

A. **Bereavement Leave**

Staff members are eligible for five (5) days of bereavement leave per occurrence in the event of the death of a relative. Relative in this policy shall include spouse, parents, step-parents, son, step son, daughter, step daughter, siblings, step siblings, grandparents, step grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law and grandchildren. Funeral leave for non-family members of up to one day may be approved by the District Administrator. If additional days are needed in such cases, the staff member will be assessed the cost of a substitute teacher. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service. Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family. All bereavement days will be subtracted from accrued sick leave days.

B. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. **Leave for Jury Duty**

Staff members who are called to perform their civic responsibility as a potential juror, shall be excused for any days or portion of days on which the staff member is required to report. Any staff member that receives a notice of jury duty shall provide such notice to the building principal, and shall call in on each morning to report whether he or she is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date. Staff members that miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees received by the staff member are signed over to the District.

D. **Personal Leave**

The District Administrator may grant leave for professional, semi-professional, community service, and personal or family business when a request has been made and satisfactory arrangements can be made. For three (3) such days per year, a deduction of the cost of a substitute teacher shall be made. For each day over three (3), the deduction will be in full. For teachers with ten (10) years or more of local experience, the first personal day will be at no deduction. For teachers with twenty-five (25) years or more of local experience, the teacher will be eligible for four (4) personal days, the first two (2) will be at no deduction.

E. **National Board Certification Leave**

The District will provide one day of paid leave for a teacher taking the National Board Certification test.

F. **Leave for additional education and other reasons**

Educational or other leaves may be granted providing the applicant has been teaching full time in the District for the five previous years without interruption and on the condition that a satisfactory replacement can be secured by June 15. While on educational leave the teacher shall be given the same credit on the salary schedule as though teaching and be eligible for lane advancement for credits earned. The teacher shall be reimbursed for the portion of the medical insurance as currently paid by the Board. Sick leave and seniority shall not accrue while on educational leave of absence.

G. **Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or

absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

H. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

1. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

2. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

3. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Legal 103.11, 103.88, Wis. Stats.

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of DRUG-FREE WORKPLACE
Code	po4122.01
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

4122.01 - DRUG-FREE WORKPLACE

The Board ~~of Education~~ believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting which is free from alcohol and drug abuse.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance or, alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Support staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member, and taken in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken in private, out of the view of students. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty.

Each staff handbook will include () a copy (x) a summary [END OF OPTIONS] of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff; furthermore, staff members shall be informed that compliance with this requirement is mandatory. (x.) The use of marijuana and/or products containing tetrahydrocannabinols (THC), other than products expressly excluded from the definition of a schedule drug (hemp-derived CBD oil, etc.), is still prohibited under Wisconsin law and Board policy. Use of such products even in states which have passed state laws permitting usage is still unlawful under Federal law and Wisconsin law and is not an exception to the drug-free workplace policy. [END OF OPTION

Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines such as those referenced in the Employee Handbook.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

(x) Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs on social media or other outlets in a fashion that tends to provoke public scrutiny, damage the staff member's credibility, depict inappropriate involvement of minors, or in some fashion diminish the staff member's ability to safely and effectively perform his or her duties. If the District administration becomes aware of such circumstances, it will investigate the matter even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 12/21/16

© Neola 2020~~17~~

Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po4161
Status	
Adopted	April 17, 2013
Last Revised	June 14, 2017

4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the District Administrator to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law.

The District Administrator shall require that the support staff member submit to an appropriate examination by a healthcare provider designated by the support staff member, a healthcare provider designated by the Board and compensated by the District, or both. ~~a healthcare provider designated by the Board and compensated by the District;~~

The staff member 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/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the District Administrator 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 support staff member is found to be unfit to perform assigned duties, the support staff member shall be placed on leave with such compensation to which s/he is entitled pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability. ~~until proof of recovery, satisfactory to the District Administrator, is furnished.~~

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the District Administrator shall consider the certification of charges for reasons of 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 4430.01 as provided by law.

© Neola ~~2020~~²⁰¹⁶

Legal	111.32 et seq. the Wisconsin Fair Employment Act
	29 C.F.R. Part 1630
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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 ~~as Facebook (Policy 7544), eebok, Twitter, MySpace, etc.~~ except for approved educational purposes.
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on social networking media or similar forums, such as YouTube except for approved educational purposes.

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

© Neola 2020~~19~~

Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of CONFLICT OF INTEREST
Code	po4230
Status	
Adopted	June 19, 2019

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 to 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 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 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 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.

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, [as defined in 19.42\(7\), Wis. Stats.](#)

© Neola 2020~~19~~

- 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

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of GRIEVANCE PROCEDURE
Code	po4340
Status	
Adopted	April 17, 2013

4340 - **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. Any fees or costs charged by the impartial hearing officer shall be () paid by the District (x) split evenly between the grievant and the District.

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.

© Neola 2011

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of EMPLOYEE ANTI-HARASSMENT
Code	po4362
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

4362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender 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 Characteristics"), 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 will investigate all allegations of harassment and in those cases where harassment is substantiated, the School Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the District, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

- A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated.
- C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls text messages or social media postings;
- E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as defined in D below.
- D. Appropriate school officials are as follows:
 1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer

Anti-Harassment Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

~~Sharon Sanderson~~ [Lindsay Ferry](#)

Pupil Services Director
920-746-2804
1230 Michigan Street
Sturgeon Bay, WI 54235

ssanderson@sturbay.k12.wi.us

Dan Tjernagel
 Superintendent
 920-746-2801
 1230 Michigan Street
 Sturgeon Bay, WI 54235
 dtjernagel@sturbay.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and/or on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. ~~Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall assume the role of CO for such complaints.~~ Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who may, in consultation with the other CO, if any, assume the role of the CO for such complaint.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other Supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "respondent", that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations as determined by the CO;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to. The COs' recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may () in consultation with the District Administrator or Board President, [END OF OPTION] engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 4340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The School District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the District Administrator.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to or summary of this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of - harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/16/13

Revised 6/18/14

Revised 3/18/15

© Neola 2020~~19~~

Legal	Wis. Stats. 111.31, 118.195, 118.20
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
	20 U.S.C. 1681 et seq.
	20 U.S.C. 1681 et seq., Title IX
	29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
	29 U.S.C. 794, Rehabilitation Act of 1973
	29 C.F.R. Part 1635
	29 U.S.C. 6101, The Age Discrimination Act of 1975 42 U.S.C. 2000d et seq.
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.
	42 U.S.C. 1983
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of COMPENSATION FOR PART-TIME STAFF
Code	po4410.01
Status	
Adopted	April 17, 2013

4410.01 - **COMPENSATION FOR PART-TIME STAFF**

The Board ~~of Education~~ requires that part-time support staff be ~~prorated so that they are~~ compensated in an amount ~~appropriate equivalent~~ to the position's duties and responsibilities and the portion of time worked, whether it be a fraction of a day or a fraction of a year. The District Administrator shall ensure that such arrangements are consistent with any applicable terms of thea employee handbook.

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS
Code	po4419.02
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

4419.02 - **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

The Board ~~of Education~~ provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan (employee paid option)
- E. Employee Assistance Plan
 - 1. Health Flexible Spending Accounts (FSA)
 - 2. Limited Purpose Flexible Spending Accounts (LPFSA)

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Business Manager to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

© Neola 2020~~16~~

Legal 20 U.S.C. 1232g
 29 C.F.R. Part 1635
 42 U.S.C. 1320d-2
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 Health Insurance Portability and Accountability Act (HIPAA)
 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
 45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
 45 C.F.R. 164.530(k)

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of LEAVES OF ABSENCE
Code	po4430
Status	
Adopted	April 17, 2013

4430 - LEAVES OF ABSENCE

Any support staff member may request a discretionary voluntary leave of absence from the Board. All requests shall state the reason for the leave and the expected duration of the leave.

All requests for unpaid leaves of absence by support staff members shall be presented to the District Administrator for approval (.) only if there is a recommendation for approval by the District Administrator. ~~[END OF OPTION and shall state the reason for the leave and the expected duration of the leave.~~

This policy governs leaves in addition to leave under Policy 4430.01 (FMLA), however, any leave under this policy that is also qualifying leave under Policy 4430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave, except as expressly provided for in any applicable collective bargaining agreement.

Any support staff member granted a leave of absence shall be considered to have stopped performance of ~~terminated~~ all work with the District until completion of the leave. Exceptions may be made by the District Administrator in cases where the best interests of the District might be served.

© Neola 2020~~11~~

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of EMPLOYEE LEAVES
Code	po4431
Status	
Adopted	April 17, 2013
Last Revised	June 14, 2017

4431 - **EMPLOYEE LEAVES**

The Board ~~of Education~~ recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4432 (sick leave), Policy 4430.01 (FMLA), and Policy 4430 (extended leave).

A. Bereavement Leave

Staff members are eligible for five (5) days of bereavement leave per occurrence in the event of the death of a relative. Relative in this policy shall include spouse, parents, step parents, son, step son, daughter, stepdaughter, siblings, step siblings, grandparents, step grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law and grandchildren. Funeral leave of up to one day may be approved for non family members. If additional days are needed in such cases, the staff member will be assessed the cost of a substitute. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service. Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family. All bereavement days are deducted from accrued sick leave.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential juror, shall be excused for any days or portion of days on which the staff member is required to report. Any staff member that receives a notice of jury duty shall provide such notice to the building principal, and shall call in on each morning to report whether he or she is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date. Staff members that miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees received by the staff member are signed over to the District.

D. Volunteer fire fighter, emergency medical technician, first responder, or ambulance driver

A staff member who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

Vacation

Every regular full-time twelve (12) month employee and each regular part-time twelve (12) month employee shall have a vacation with pay when school is not in session. Payment to part-time twelve (12) month employees will be based on their regular part-time work week.

In determining vacation schedules, the administration shall respect the wishes of the eligible employees on a seniority basis as to the time of taking their vacation insofar as the needs of District will permit. Vacations may be taken at times other than normal summer vacations subject to the approval of the District Administrator. Employees may carry over one week of vacation for one year.

Vacations will be awarded on anniversary dates as follows:

- A. One (1) week – after six (6) months of continuous service.
- B. One (1) week after a second six (6) months of continuous service.
- C. Two (2) weeks after two years of continuous service.
- D. Three (3) weeks after nine years of continuous service.
- E. Four (4) weeks after fifteen (15) years of continuous service.

If a holiday should occur during a vacation, an additional day of vacation will be granted.

5. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

6. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

7. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be

provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

-

© Neola 2020~~16~~

Last Modified by Bob Werley on April 6, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of OPEN ENROLLMENT PROGRAM
Code	po5113
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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 nonresident 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. After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.

B. Decisional Criteria for Non-resident Applications

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

1. Whether the Board has determined that there is in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.
2. ~~Whether there is space available for non-resident transfer students. The 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.~~
3. Other factors the District Administrator may consider in determining the availability of space includes:
 - 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.
4. Other factors the District Administrator shall consider include, but shall not be limited to the following:
5. 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.

6. 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:
- 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.
 - Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - 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.
 - 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. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established. 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).

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 if space is available in the current year and in the subsequent year in the student's subsequent grade level.

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 no 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

Revised 1/12/16

© Neola 2019

Legal 118.51, Wis. Stats.
 Wis. Adm. Code Ch. P.I. 36

Last Modified by Bob Werley on April 10, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of FULL-TIME STUDENT
Code	po5200.01
Status	
Adopted	April 17, 2013

5200.01 - FULL-TIME STUDENT

A student in the District shall be considered fulltime if he or she is a (an):

- A. Four-year old Kindergarten student attending school two and one-half (2-1/2) hours per day four (4) days per week;
- B. Early-Childhood Special Education student or kindergarten student attending a minimum of two and one-half (2-1/2) hours per day;
- C. Elementary, middle or high school student scheduled in classes for the entire school day;
- D. Child with a disability and is fulfilling the requirements of his or her Individualized Educational Program (IEP);
- E. Participant in an alternative educational program or other program or has curriculum modifications approved by the student's parent/guardian and school district officials;
- F. Resident student attending public school in another school district under the fulltime public school open enrollment law.
- G. A student enrolled as a fifth- or sixth-year senior.
- H. the student is enrolled in a Board-approved program such as Early College Credit Program, or Start College Now Program.

Exceptions will be made for:

- A. Special Education students fulfilling the requirements of their IEP within a modified school day.
- B. A student involved in a school sponsored work experience or truancy program. The equivalent credits applied towards fulfillment of the minimum program requirements must be identified.

Students who do not meet one (1) of the standards identified above will be classified as part-time students.

© Neola 2006

Last Modified by Bob Werley on April 10, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	April 17, 2013
Last Revised	December 19, 2018

5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. **Permission of Parent or Guardian**

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

E. **Suspension or Expulsion**

The student has been suspended or expelled.

F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. **Quarantine**

Quarantine of the student's home by a public health officer.

B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

C. **Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (email) and/or personal request (phone or face-to-face) of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Revised 12/21/16

© Neola 2018

Legal 118.15, 118.153, 118.16, 118.162, Wis. Stats.

Last Modified by Bob Werley on April 10, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	
Adopted	April 17, 2013
Last Revised	June 20, 2018

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber or physician's assistant who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours while at school or on school-sponsored trips only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication packaging must be authorized in writing by a medical practitioner.

~~(x) Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.~~

[OPTIONS: Note that neither option needs to be selected if preferred at this time, leaving this issue for specific coverage at another time]

~~OPTION 1~~

~~(-) Lawful CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and parent/guardian documentation.~~

OPTION 2

(x) No CBD products will be permitted for use at school.

[END OF OPTIONS]

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the Board, the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon an opioid antagonist, and epinephrine, rescue inhalers, and diastat unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who

administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self administer by written authorization of both the parent and practitioner, and the possession of such medication by the student in school or on school grounds is not prohibited by law or regulation-

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

[OPTION #1]

All students and staff wishing to use essential oils in the school must seek prior approval from administrators.

~~[OPTION #2]~~

~~[] All students and staff are prohibited from using essential oils at school.~~

[END OF OPTIONS]

Revised 11/15/17

© Neola 2020~~17~~

Legal 118.29, 118.291, 121.02 Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits 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 (hereinafter referred to as "Protected Classes Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words 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. Bullying need not be based on any Protected Class Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including

transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephones calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

-

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior;

-

1. () _____;
2. () _____;
3. () _____.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on 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, 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 this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.

- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

~~Sharon Sanderson~~ [Lindsay Ferry](#)

Pupil Services Director
920-746-2804
1230 Michigan Street
Sturgeon Bay, WI 54235
ssanderson@sturbay.k12.wi.us

Dan Tjernagel
Superintendent
920-746-2801
1230 Michigan Street
Sturgeon Bay, WI 54235
dtjernagel@sturbay.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/or on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the CO's must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "Complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the **C**omplainant from further harassment or retaliation including but not limited to a change of class schedule for the **C**omplainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "**R**espondent", that a complaint has been received. The **R**espondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the **R**espondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the **C**omplainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the **C**omplainant, **R**espondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the **C**omplainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The COs' recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may (.) in consultation with the District Administrator or Board President, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the **C**omplainant and the **R**espondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the COs' obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and ~~or~~ statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of ~~written~~ witness statements;
- F. ~~narratives or audio, video, or digital recordings of verbal witness statements;~~
- G. all any documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;

- I. ~~handwritten and~~ contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment ~~e-mails, texts, or social media posts related to the investigation and allegations;~~
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- N. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy ~~its the~~ discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District’s records retention schedule.

Revised 10/16/13
Revised 6/18/14
Revised 3/18/15
Revised 11/15/17

© Neola 2020~~19~~

- Legal
- 48.981, Wis. Stats.
 - 118.13, Wis. Stats.
 - P.I. 9, 41 Wis. Admin. Code
 - Fourteenth Amendment, U.S. Constitution
 - 20 U.S.C. 1415
 - 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act
 - 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
 - 29 U.S.C. 794, Rehabilitation Act of 1973
 - 42 U.S.C. 1983
 - 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
 - 42 U.S.C. 2000d et seq.
 - 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
 - 34 C.F.R. Sec. 300.600-300.662

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of CORPORAL PUNISHMENT
Code	po5630
Status	
Adopted	April 17, 2013
Last Revised	December 19, 2018

5630 - CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the Board ~~does not~~ ~~cannot~~ condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

~~No official, employee, or agent of the Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.~~

~~Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.~~

Officials, employees, or agents of the Board ~~Professional staff as well as support staff, within the scope of their employment,~~ may use:

- A. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control under 939.48, Wis. Stats.;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others;
- D. reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;
- E. reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats. or from school-related activities;
- F. reasonable and necessary force to prevent a student from inflicting harm on himself/herself;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact designed to maintain order and control.

In accordance with State law, corporal punishment shall not be permitted. If any official, employee, or agent of the Board ~~staff member, full-time, part-time, or substitute~~ intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

The corporal punishment policy and statute shall be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

The District Administrator shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.

© Neola ~~2020~~¹⁸

Legal 118.305, Wis. Stats.
 118.31, Wis. Stats.

Last Modified by Bob Werley on April 10, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of BUDGET PREPARATION
Code	po6220
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

6220 - **BUDGET PREPARATION**

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will review and approve the following Fund budgets:

- A. General Fund
- B. 38
- C. 27
- D. 50
- E. 80

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund in accordance with Policy 6235-Fund Balance. ~~to maintain a secure financial position whereby the fund equity shall not fall below twelve percent (12%) of the preceding year's expenditures.~~

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Business Manager to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall be presented as prescribed by State law, and in the format provided by the Wisconsin Department of Public Instruction.

© Neola ~~2020~~¹⁹

Legal 65.90, Wis. Stats.

Last Modified by Bob Werley on April 11, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of PAYROLL DEDUCTIONS
Code	po6520
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

6520 - **PAYROLL DEDUCTIONS**

The Board directs the District Administrator to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding, employment taxes, garnishments, and child support). The Board also authorizes payroll deductions for the following purposes:

- A. Wisconsin Retirement System (Standard Contribution)
- B. Wisconsin Retirement System (Voluntary Additional Contribution)
- C. Section 125 deductions (cafeteria plans)
- D. savings in a chartered credit union_
 - 1. (x) Health Savings Account (HSA) deductions
Employees who request a portion of their paycheck to be withheld and deposited into an HSA are responsible for meeting and maintaining all requirements for such an account and for complying with applicable tax rules.
- E. contributions to charitable corporations, not-for-profit and community fund organizations
- F. payment of group insurance premiums for a plan in which District employees participate
- G. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- H. ~~voluntary payment to a labor organization~~

Any such deduction must be expressly authorized in writing by the employee on an annual basis.

The Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the District Administrator's Office in writing if they wish to participate in such a program.

Revised 12/19/18

© Neola 2020~~19~~

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of SYSTEM OF ACCOUNTING
Code	po6800
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

6800 - **SYSTEM OF ACCOUNTING**

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Public Instruction for the accounting of all District funds. The Board has by resolution designated institutions to serve as depositories of all District funds and may, by resolution, designate additional or different institutions. The District's financial records shall show sources of revenue, amounts received, amounts expended, and the disposition of public property. The () District Administrator (x) Business Manager [END OF OPTION] shall complete an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the () District Administrator (x) Business Manager [END OF OPTION] shall establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Wisconsin Uniform Financial Accounting Requirements. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

1. **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
2. **Restricted fund balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
3. **Committed fund balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
4. **Assigned fund balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
5. **Unassigned fund balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes its auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

General Provisions

The () District Administrator (x) Business Manager [END OF OPTION] shall maintain a proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts that most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees,

expenditures for single pieces of equipment, and the like shall be prorated under the several accounts that most accurately describe the purposes for which such monies are to be or have been spent.

The () District Administrator (x) Business Manager [END OF OPTION] shall receive all vouchers for payments and disbursements made to and by the Board, and preserve them for the statutorily required period.

The () District Administrator (x) Business Manager [END OF OPTION] shall implement procedures and practices that will determine: (1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); (2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; and (3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

The () District Administrator (x) Business Manager [END OF OPTION] shall report to the Board on a monthly basis (or more often if required) the revenues and expenditures in the fund reporting categories established above. The () District Administrator'S (x) Business Manager'S [END OF OPTION] statement shall show revenues and receipts from whatever source derived, the various appropriations made by the Board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the District's assets and liabilities. At the end of the fiscal year, such statement shall be a complete exhibit of the District's financial affairs and may be published and distributed with approval of the Board.

The () District Administrator (x) Business Manager [END OF OPTION] is responsible for filing in a timely manner, on behalf of the Board, an annual report with the Department of Public Instruction, on prescribed forms, that states the following:

- 1. amount of collections and receipts, and accounts due from each source;
- 2. amount of expenditures for each purpose;
- 3. amount of the District's debt, the purpose for which each item of such debt was created, and the provision made for the payment thereof; and
- 4. other information as required by the Department, along with the audit report as approved by the Board.

The Board's annual financial statements shall also include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation; and 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g., straight-line or other method).

Before implementing procedures or changing procedures, the () District Administrator (x) Business Manager [END OF OPTION] will review the proposed procedure with the auditor appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

115.28(13), Wis. Stats.
115.30(1), Wis. Stats.
GASB #34
GASB #54
GASB #84

~~The Business Manager shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.~~

~~A report of the revenues and expenditures in the General Fund shall be made to the Board on a regular basis by the Business Manager.~~

© Neola 2020~~17~~

Legal 115.28(13), 115.30(1), Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, whicy may include video footage, audio recording, or both. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within thirty (30) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless ~~a formal complaint is being investigated~~, a recordings is separated and maintained for some reason by the District, any recording may shall be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The building principal shall approve requests for access to recorded and stored video images. The building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

All video recordings to be taken off-site in any portable format must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal shall sign the recording back in. Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

~~Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.~~

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

~~The District Administrator is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.~~

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

© Neola 2020~~19~~

- Legal
- 19.31 – 19.39, 118.125 Wis. Stats.
- FERPA 20 U.S.C. 1232g
- 34 C.F.R. 99.1-99.67
- Title I of the Electronic Communication Privacy Act of 1986
- 18 U.S.C. 2510-2521

Last Modified by Bob Werley on April 11, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of ACCOUNTING SYSTEM FOR FIXED ASSETS
Code	po7455
Status	
Adopted	April 17, 2013

7455 - **ACCOUNTING SYSTEM FOR FIXED ASSETS**

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Business Manager shall develop procedures to ensure compliance with all fixed-asset policies.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding (x) the limit established pursuant to the Federal Grant Guidelines () \$5,000\$ \$300. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Business Manager.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the supervisor and require prior approval. A sale shall be held at the discretion of the District Administrator when sufficient assets have accumulated to warrant the cost. The Business Manager shall establish minimum acceptable prices for assets sold. Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the District Administrator, principals, and Business Manager.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description

- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

Last Modified by Bob Werley on April 29, 2020

Book Policy Manual
 Section 29.1 for board
 Title REVISED POLICY - VOL. 29, NO. 1 - TECHNOLOGY PRIVACY
 Code po7540.01 use this to replace current policy
 Status
 Adopted April 17, 2013

REVISED POLICY - VOL. 29, NO. 1

7540.01 - **TECHNOLOGY PRIVACY**

The Board ~~of Education~~ recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All Board-owned technology resources (as defined in Bylaw 0100) are to be used () solely () primarily **[END OF OPTION]** for business and educational purposes. The Board retains the right to access and review all information resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private. Board-owned technology resources may also be referred to as District technology resources and includes all those technology resources purchased by or authorized for acquisition and/or usage by the Board in the District's activities.

Review of such information may be done by the () Board () District **[END OF OPTIONS]** with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. () All passwords or security codes for access to District technology resources must be registered with the Board. **[END OF OPTION]** A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

~~[] No personal messages should be exchanged via Board owned technology. Because District technology resources are to be used () District's () Board's **[END OF OPTION]** interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.~~

The administrators and supervisory staff members authorized by the District Administrator have the authority to search and access information electronically.

All District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on () District technology resources () the Board's computers/servers **[END OF OPTION]** without the express permission of the District Administrator or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the technology staff. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

© Neola 2020~~19~~

Legal 947.0125, Wis. Stats.
 948.11, Wis. Stats.
 995.55, Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	April 17, 2013
Last Revised	April 15, 2015

7540.03 - **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The instructional use of the Educational Technology and online education services is guided by the District's policy on instructional materials. The District encourages students to utilize the Education Technology to facilitate resource sharing, innovation, and communication skills that are essential for college and career readiness.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. However, access to such a vast quantity of information and resources presents unique challenges.

The District cannot completely limit access to the school system's Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum, etc. Unlike the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and selection criteria (i.e. taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet - because it serves as a gateway to any publicly available file server in the world - has the potential to expose students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

However, the District utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h) (7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or principal may

disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

At the direction of the Superintendent or designee, technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator, IT Director, or designee may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Superintendent or designee may disable the technology protection measure to allow access for bona fide research or other legitimate purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the District has not authorized for educational purposes. It is impossible to guarantee that students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for establishing and conveying standards that their children should follow when using the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for sanctioned educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of unauthorized access (e.g., "hacking"), "cyber- bullying", and other unlawful or inappropriate activities by students online.

Building principals and designees are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The District expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for responsible behavior on the District's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this administrative policy and its accompanying guidelines.

The District designates the Superintendent and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

© Neola 2014

Legal	H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
	18 U.S.C. 2256
	18 U.S.C. 1460
	18 U.S.C. 2246

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Adopted	April 17, 2013
Last Revised	April 15, 2015

7540.04 - **STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work, as well as college and career readiness. The District encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Education Technology and online educational services is guided by the District's policy on instructional materials.

The Internet is a global information and communication network that provides valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. However, access to such a vast quantity of information and resources brings with it certain unique challenges.

The District may not be able to technologically limit access to services through the its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Board utilizes software and/or hardware to monitor online activity of staff and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)) as any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The Superintendent, principal, or IT Director or may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent, principal, or IT Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

The Superintendent is directed to prepare guidelines which address staff members' safety and security while using e-mail, chat rooms, instant messaging, and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission. This includes third party websites under COPPA Children's Online Privacy Protection Act.

Building principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The District expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement **(x)** acknowledge during the Employee Handbook receipt and acceptance process and/or **(x)** acknowledge through the network login process **[END OF OPTIONS]** to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior when using the District's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this policy and its accompanying guidelines.

The District designates the Superintendent and principals as the school administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

© Neola 2020

Legal
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

Last Modified by Daniel Tjernagel on January 4, 2021

Book	Policy Manual
Section	29.1 for board
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	April 17, 2013
Last Revised	December 19, 2018

8310 - PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of eight cents (\$.08) per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District has adopted the Wisconsin Department of Public Instruction 's guidelines on School District record retention.

It may be accessed at the following web address:

~~<http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>~~

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

Revised 6/18/14

Revised 11/15/17

© Neola 2020~~18~~

Legal 19.21, 19.31-39, 120.13(12), Wis. Stats.

Last Modified by Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of INFORMATION MANAGEMENT
Code	po8315
Status	
Adopted	April 17, 2013

8315 - **INFORMATION MANAGEMENT**

The Board ~~of Education~~ recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in [Policy 8310 - Public Records AG-8310A](#). In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in [Policy 8310 AG-8310A](#). The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form ~~and cannot be disposed of~~ under the ~~"Records Retention and Disposal"~~ requirements of [Policy 8310AG 8310E](#). Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in [Policy 8310 AG-8310A](#) include:

- A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, ~~State Personnel Board of Review~~, or a [Wisconsin Equal Rights Division](#), ~~Civil Service Commission~~ regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, ~~State Personnel Board of Review~~, or a [Wisconsin Equal Rights Division](#), ~~Civil Service Commission~~ regarding a claim against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;
- G. when the District Administrator recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the District Administrator may initiate a "Litigation Hold" under this policy. If the District Administrator initiates a "Litigation Hold," s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or District Administrator may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in [Policy 8310](#) ~~AG 8310A~~ once the "Litigation Hold" is removed.

The District Administrator shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

© Neola 2020~~09~~

Legal

Federal Rules of Civil Procedure 34, 37(f)

Last Modified by Bob Werley on April 11, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION
Code	po8320.01
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

8320.01 - **UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION**

The District Records Custodian Officer (DRC~~©~~) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. The files will be maintained in both electronic and paper format.

If the DRC~~©~~ becomes aware of the unauthorized acquisition of "Personal Information" the DRC~~©~~ shall make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

No such notification is required if either (a) the acquisition of data does not create a material risk of identity theft or fraud to the individual; or (b) the personal information was acquired in good faith by a District employee or agent, and was used only for lawful purposes.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice shall be by mail or by a method the District has previously employed to communicate with the staff member.

Required Notice for Unauthorized Acquisition of Information

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRC~~©~~ shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

© Neola 2020~~17~~

Legal 134.98 Wis. Stats.

Last Modified by Bob Werley on April 12, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of PERSONNEL RECORDS
Code	po8320
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

8320 - PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the Board ~~of Education~~ satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records.

District Records Custodian (DRC) ~~Officer Designation and~~ Responsibilities

~~The Board designates the District Administrator as the District Records Officer (DRO).~~ The DRC~~O~~ will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRC~~O~~ to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The DRC~~O~~ will also ensure that the following personnel records, if applicable, are maintained in separate, secure files:

- A. criminal conviction history requests and reports
- B. employee assistance program records
- C. employee relations complaints including, for example, discrimination complaints
- D. investigative and deliberative records relating to employee relations matters
- E. privileged and confidential communications including, but not limited to, attorney-client communications

Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

Content of Personnel Record Files

The content of the files maintained by the District shall be determined by the DRO consistent with the requirements of State and Federal law and sound principles of human resource management.

Third-Party Access to Personnel Records – Confidentiality

It is the Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the Board's interest. Information in an employee's personnel file, medical file, payroll file, I-9 file and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the Board or as required by law (e.g. subpoena or public record request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes

Address Confidentiality Program

Employees who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's substitute assigned address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of an employee's actual/confidential residential address is prohibited.

Access to Personnel Documents, Employee and Designated Representative

A. Covered Documents


Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee
2. letter of reference for that employee
3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document
4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes
5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding
7. medical records that the District believes would have a detrimental effect on the employee

In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. Request and Review Procedure

The District shall grant at least two (2) requests by an employee in a calendar year, to inspect the employee's records as provided in this policy [and consistent with the law](#).

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DR  or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. Copy Charges

The District will not charge employees who wish to copy or receive a copy of records.

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

© Neola 2020 

Legal 103.13, Wis. Stats.
The Americans with Disabilities Act of 1990

Last Modified by Bob Werley on April 12, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

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

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

ADDRESS CONFIDENTIALITY PROGRAM

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.

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).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate

methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. the parent or eligible student, upon request, receives a copy of the record; and
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. ~~(See Form 8330 F14.)~~

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. ~~(See Form 8330 F16)~~

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. Any parent or eligible student who refuses to allow disclosure of directory data who participates in extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as 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, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

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

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

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. ~~See Form 8330-F14 and Form 8330-F16 for additional contract requirements.~~

Revised 10/16/13

Revised 6/18/14

Revised 12/21/16

Revised 11/15/17

© Neola 2020~~19~~

Legal 46.23, 46.22, 46.215, 115.298, 118.125, 118.125(2)(q), Wis. Stats.
 25 USC 450b(L)
 34 C.F.R. Part 99
 20 U.S.C., Section 1232f through 1232i (FERPA)
 26 U.S.C. 152
 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
 20 U.S.C. 7165(b)
 20 U.S.C. 7908

Last Modified by Bob Werley on April 12, 2020

Book	Policy Manual
Section	29.1 for board
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. **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104

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.

(x) Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. (x) The District Administrator may grant a student use of emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.

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

© Neola 2020~~13~~

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 Bob Werley on April 29, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2017

8800 - **RELIGIOUS ANDPATRIOTIC CEREMONIES AND OBSERVANCES**

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Pos and AG 9700A – Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the pledge or sing the national anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. ~~The District [staff conducting these activities shall](#) Administrator shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to~~ protect the rights and the privacy of a nonparticipating student.

© Neola 2017

Legal 118.06(2), Wis. Stats.
20 U.S.C. 4071 et seq.

Last Modified by Bob Werley on April 12, 2020

Book	Policy Manual
Section	29.1 for board
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2019

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 has a right to protect District the staff and students from ~~inappropriate~~ harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process 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. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions ~~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 Board reserves the right to dismiss any item raised if it is not appropriate for consideration under this policy.

Guidelines for Matters Regarding a ~~Professional~~ Staff Member

A. First Level

Generally, if the matter concerns a ~~professional~~ staff member the individual(s) should discuss the matter with the staff member. The 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.

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.

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;
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 written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter may, at its discretion shall provide the individual(s) with a written response or grant an opportunity to address the Board at a properly noticed meeting 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 or action taken, if any, prior to no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter , and it will not provide a hearing to other complainants on the same issue. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and shall may refer the individual(s) to this policy 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 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 ~~2416~~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

© Neola ~~2020~~19

Legal 118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

Last Modified by Bob Werley on April 12, 2020