

**GERMANTOWN SCHOOL DISTRICT**

Notice of Policy Committee Meeting

September 20, 2022

4:30 PM

Germantown District Office

N104 W13840 Donges Bay Road

Germantown, WI 53022

**AGENDA**

- I. Meeting Called to Order**
- II. Roll Call**
- III. Agenda Revisions and Approval**
- IV. Approve Minutes**
  - A. Approval of the April 20, 2022 Meeting Minutes
- V. New Business**
  - A. Discussion and action regarding updates and modifications to District policies  
0161 - 8740
- VI. Adjourn**

**Note:** *School Board members who are not members of the Policy Committee may be present at this Policy Committee meeting.*

**GERMANTOWN SCHOOL DISTRICT  
GERMANTOWN, WISCONSIN 53022  
MINUTES OF THE BOARD OF EDUCATION  
POLICY COMMITTEE MEETING**

**April 20, 2022**

1. The meeting of the Policy Committee was called to order by Policy Committee Chair Amanda Reinemann at 5:00 p.m. in the District Office Board Room. Policy Committee Members Present: Bob Soderberg, Tracy Pawlak, Amanda Reinemann. Superintendent Brett Stousland, and Tom Barney were also present.
2. Motion by Pawlak, second by Soderberg to approve the agenda. Motion carried.
3. Motion by Soderberg, second by Pawlak to approve the August 17, 2021 Policy Committee meeting minutes. Motion carried.
4. Superintendent Stousland led discussions with the Committee reviewing 31 policies, between policies 0100 through 8450 with updates and modifications.
5. Soderberg asked if the policies that are being reviewed and discussed could be placed on the website for the public to see what policies the Committee will be talking about at an upcoming meeting.
6. Soderberg led discussions on policy 5900, Transgender policy.
7. Motion by Soderberg, second by Pawlak to forward to the Board with a positive recommendation, all policy updates, modifications and deletions of 0100 through 8450, including Policy 5900. Motion carried.
8. Motion by Pawlak, second by Soderberg to adjourn. Motion carried.
9. Policy Committee Chair Amanda Reinemann declared the meeting adjourned at 5:45 p.m.

Amanda Reinemann  
School Board Clerk

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Policy Committee

**TOPIC:** Review of District Policies

**FROM:** Chris Reuter

**MEETING DATE:** September 20, 2022

**DATE:** September 16th, 2022

**AGENDA ITEM:** V. A.

**BACKGROUND:**

As part of our ongoing review of district policies to ensure legal and statute compliance and to determine local control of governance, a review of 22 Germantown School District Policies is up for review. District Administration and Neola recommended edits to the listed policies for discussion and action by the policy committee.

**ATTACHMENTS:**

**Germantown School District Policies:**

Policy 0161, 1213, 1421, 2260.02, 2414, 2460.03, 2522, 2700.01, 3120.04, 3121, 3213, 3425, 4120.04, 4121, 4213, 4425, 5113, 5340, 5517.01, 7440.01, 8146, 8740.

**RECOMMENDATION:** Motion to move forward with a positive recommendation to the full Board to approve the updates and modifications to District policies 0161 - 8740.

### **Policy 0161 - Parliamentary Authority (Revised)**

The policy and drafting note has been revised to clarify the appointment of a parliamentarian during a Board meeting if there is a challenge to parliamentary procedure. The options provide greater flexibility for the Board.

This revision is recommended, but not required.

### **Policy 1213/3213/4213 – Student Supervision and Welfare (Revised)**

The policy is revised to account for staff posting photos of students who are their own children or relatives on social media as an exception to the general prohibition of posting photos of students. The revision applies both to direct connections on social media (i.e. friends/followers) as well as to posting content involving students.

The revision is recommended.

### **Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised)**

These policies are revised to add clarification to the reference to "minor traffic offenses". It should be noted the policy does not require the imposition of discipline or penalty for every violation reported but is designed to require reporting by the employee so that administration is in a position to assess the matter.

The revision is recommended.

### **Policy 2260.02 - Services for Bilingual Students/English Learners (Revised)**

This policy has been revised to reflect state statutes and administrative code, use updated terminology as well as recommendations from professionals in the field.

These revisions are recommended but not required.

### **Policy 2414 - Human Growth and Development (Revised)**

Prior modifications to this policy have prompted questions as to the rationale behind deleting certain options from the previous template's listing of "recommended" topics as outlined in s.118.019(2), Wis. Stat. The deletions were made because those topics were deleted from the listing of "recommended" topics in the statute. Although those topics (e.g. contraception) were deleted from the statute, their deletion does not suggest they have been outlawed from consideration. Thus, to avoid confusion, those topics have now been added as additional options with an explanatory drafting note. In addition, the description of the Citizens Advisory Committee has been revised to provide greater clarity.

These revisions are recommended but not required.

### **Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)**

This policy is revised to clarify the procedures when the cost of an IEE is in excess of the district's maximum allowable cost in order to align with current legal standards.

This revision is required for legal compliance.

### **Policy 2522 - ( ) Library Media Centers ( ) Instructional Material ( ) Libraries (Revised)**

This policy is revised to reflect the process for requests relative to materials available in the District's library that are not part of the District's classroom instructional materials. The process for communicating with the Board regarding classroom instructional

materials is covered in Policy 9130 - Public Requests, Suggestions, or Complaints. The revisions to this policy separate the review process for different types of materials available for students. This policy provides options for the procedures including the option for the Board to delegate the responsibility to the District Administrator to develop procedures through guidelines, or for the Board to implement procedures itself. Note that the more extensive process option will require adherence to open meetings law mandates and should be carefully considered before selecting.

The revisions are recommended.

#### **Policy 2700.01 - School Performance and State Accountability Report Cards (Revised)**

This policy is revised to reflect statutory language.

The revision is recommended for statutory compliance.

#### **Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised)**

Policy 3120.04 is revised to reflect the distinction between regular employed teachers hired to serve as substitute teachers on a permanent basis.

Both policies have been revised to clarify the reasonable assurances process for unemployment compensation purposes.

These revisions are recommended.

#### **Policy 3425/4425 - Benefits (Revised)**

AG 1421/AG 3421/AG 4421 regarding COBRA rights has been deleted. As such, a reference has been added to the Benefits policy to acknowledge potential continuation rights.

This revision is recommended.

#### **Policy 5113 - Open Enrollment Program (Inter-District) (Revised)**

This policy has been reorganized to make it easier for District's to use when evaluating open enrollment applications and to include clarification regarding preferential processing of applications for siblings of any student selected in the random selection process, provided that there is space in the sibling's grade level.

Adoption of the revision is recommended.

#### **Policy 5340 - Student Accidents/Illness/Concussion (Revised)**

The policy has been revised to reference sudden cardiac arrest notification requirements added into law by 2021 Wisconsin Act 210 as identified in 118.2935, Wis. Stats. The law requires that the Department of Public Instruction, in coordination with WIAA and two pediatric cardiologists (one at the Medical College of Wisconsin and the University of Wisconsin) develop information on sudden cardiac arrest. The information is to be included in the notifications concerning concussions prior to student athletic participation. The requirement is effective for sports beginning four (4) months after passage, which was March 30, 2022. The Department of Public Instruction has not yet released the required communication; however, information is available from the WIAA: [Sudden Cardiac Arrest | Health | Wisconsin Interscholastic Athletic Association \(wiaawi.org\)](#); [A Fact Sheet for Parents \(wiaawi.org\)](#).

Revision of this policy is recommended to be compliant with state law. The inclusion of information on sudden cardiac arrest is required for any sport beginning after July 31, 2022.

#### **Policy 5517.01 - Bullying (Revised)**

This policy has been revised to reflect the Wisconsin statutory provisions. Further, the requirement for an annual bullying report has been made optional, as it is not required by State law, but was part of the Department of Public Instruction's model policy. If this report is not completed annually the language should not be included in the Board policy.

#### **Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)**

This policy is revised to add options regarding the storage of and access to video footage. In addition, a note is added regarding the creation of an access log that all districts should review along with this revision. The policy language refers to a log that documents access to video footage, which has been revised into an option. If the maintenance of a log is in policy, then it is important that it be maintained. This is best practice, but need not be in policy as a requirement.

In addition, language regarding audio recording is made optional.

However, if audio surveillance is enabled, districts should be aware of potential legal considerations that should be evaluated before doing so. Specifically, Wisconsin requires the consent of at least one party in a communication in order to create an audio recording of the conversation. Whether notice that persons present in the school will be recorded, including audio recordings, is sufficient to constitute consent is not a clearly settled area of law. Courts have found that jail telephone notice of audio recordings is sufficient to constitute consent to the recording, but such analysis has not been expressly extended to audio recording in a school where notice of surveillance is given and none of the surveillance occurs in locations where a reasonable expectation of privacy is present (e.g. bathrooms, locker rooms, etc.).

Review of the policy is recommended.

**Policy 8146 - Notification of Educational Options (Revised)**

This policy has been revised to include the new 2021 Act 83 requirements regarding a Class 1 notice of the educational options available to children who reside in the district as well as the district's and each school's most recent report card performance category.

The revision is recommended for statutory compliance.

**Policy 8740 - Protection of District Funds (Revised)**

This policy has been revised to reflect that while few school districts, if any, require surety bonding, most have the same protections for the District through various standard insurance policies. Similarly, the policy name has been changed to more accurately reflect the contents of the policy and practice among districts.

If this is a current district policy, Neola recommends that you review it to make sure you do in fact have bonding, or alternatively, revise the policy as provided here.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of PARLIAMENTARY AUTHORITY
Code	po0161
Status	Draft
Adopted	August 22, 2011
Last Revised	October 12, 2020

0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary procedure governing the Board, for the orderly conduct of meetings, shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards"), in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

**[DRAFTING NOTE: Select this option if the second option is selected above, as this clarification allows for the appointment of a parliamentarian when necessary.]**

**[ - ] When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member. [END OF OPTION]**

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

**[ - ] Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw. [END OF OPTION]**

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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	October 26, 2020
Last Revised	February 8, 2021

### 1213 - STUDENT SUPERVISION AND WELFARE

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

An administrator who is found to have had sexual contact with any 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, Wis. Stats. and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their/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 they are/s/he is informed, or ~~detect/detects~~, to their/his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- 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.
- C. An administrator should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. 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 administrator 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 administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. 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.



G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of ~~their~~**his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.

H. A student shall not be required to perform work or services that may be detrimental to ~~their~~**his/her** health.

I. Administrators shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

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

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 administrator 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 administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal                            48.981, Wis. Stats.  
   948, Wis. Stats.  
   948.095, Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421
Status	
Adopted	April 25, 2022

**1421 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

**Criminal History Record Check**

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

**Employee Self-Reporting Requirement**

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.





Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of ENGLISH LANGUAGE PROFICIENCY
Code	po2260.02
Status	
Adopted	August 22, 2011
Last Revised	August 16, 2021

#### 2260.02 - ~~SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS~~ ENGLISH LANGUAGE PROFICIENCY

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

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

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

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

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

#### **Assessing English Proficiency**

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

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

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

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

Students identified above must be given the formal evaluation screening test. Students that score less than ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

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

### Parental Notification and Consent

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

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

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

### Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. **However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration.** The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. ~~If an EL student is exempted from taking a State-required test, the student shall be administered a DPI-approved alternative assessment.~~

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

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

### Exit Procedures

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

EL students with the language skills necessary to compete will:

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

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

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. **receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook. [DRAFTING NOTE: The Multiple Indicator Protocol is a standardized tool for collecting evidence of a**

student's English language use within the classroom setting as supporting evidence of English proficiency.] ~~The [Director of Pupil Services] may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:~~

- ~~1. the student has attained at least an ELP 4.5 on an annual assessment; and~~
- ~~2. the student can demonstrate his/her understanding of the English language; and~~
- ~~3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and~~
- ~~4. the parents and educators agree that the student has reached full English proficiency.~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the Director of Pupil Services.

The Director of Pupil Services may recommend additional assessment, permit the student to remain in the EL program for a time period to be determined, provide the student with tutorial support for a time period to be determined, and confirm the formal reclassification of the student.

### Re-entry

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

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

### Counseling Services for Students Who Are Limited English Proficient Students ~~and/or Sensory Impaired~~

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

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

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

### Testing

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

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

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

[115.96, Wis. Stats.](#)

118.13, Wis. Stats.

118.30(2), Wis. Stats.

[20 U.S.C. 1703\(f\)](#)

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Legal

P.I. 13 Wis. Admin Code

115, Wis. Stats.

118.13, Wis. Stats.

118.30(2), Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of HUMAN GROWTH AND DEVELOPMENT
Code	po2414
Status	
Adopted	August 22, 2011
Last Revised	April 25, 2022

#### 2414 - **HUMAN GROWTH AND DEVELOPMENT**

The Board directs that students receive instruction in human growth and development, consistent with 118.019(2), Wis. Stats.

Such instruction will include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality and decision making about sexual behavior between the student and the student's parents, guardians, or other family member
2. reproductive and sexual anatomy and physiology, including biological, psychosocial, and emotional changes that accompany maturation
3. the benefits of and reasons for abstaining from sexual activity, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent
4. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
5. how alcohol and drug use affect responsible decision making
6. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality

B. The instructional program will also include the following:

1. address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships
2. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships
3. present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors

**[The following options are permissive areas of instruction that were removed as part of the statutory recommendations for inclusion in the Human Growth and Development Curriculum by 2011 Act 216. However, a District may still include these in their Human Growth and Development Curriculum.]**



- 4. ( ) **puberty, pregnancy, parenting, body image, and gender stereotypes**
- 5. ( ) **the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug to prevent sexually transmitted infections**
- 6. ( ) **the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life.**

The following shall also be incorporated into the above subjects, when age-appropriate, in the same course and during the same year:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. The District shall use instructional methods and materials that do not promote bias against students of any race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 - Citizens' Advisory Committees and 118.019(5), Wis. Stats., which will to ensure provide for the effective participation of staff, parents and health-care professionals, members of clergy, and other residents of the District ~~in the design and implementation of this program area.~~ The role of the advisory committee is to advise the Board on the design and implementation of the human growth and development curriculum and to review the curriculum. The Board authorizes the Committee to submit a recommendation to the Board for the curriculum to include separating students on the basis of gender when age-appropriate. ~~curriculum to include separating students on the basis of gender as determined by the Committee.~~

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

T.C. 8/16/21

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Legal 115.35, 118.01(2)(d), 118.019, Wis. Stats.  
 P.I. 8.01(2)(j), Wis. Adm. Code



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	Draft
Adopted	October 26, 2020

#### 2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

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

#### **Procedures to Obtain an IEE at Public Expense**

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

receipt of payment for services.

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

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

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

E. **If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost.** ~~[DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.] If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.~~

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

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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of LIBRARY MEDIA CENTERS
Code	po2522
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Adopted	February 8, 2021

## 2522 - LIBRARY MEDIA CENTERS

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

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

The major goals of the District's school library media centers are:

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

The District Administrator **( - ) in collaboration with the District's library media specialist** shall establish procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

### Gifts and Donations

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

### ~~Requests, Suggestions, or Complaints~~

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

### Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

~~{NOTE: Districts May Select One of the Following Options:}~~

~~{ } {OPTION 1}~~

~~The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.~~

~~The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.~~

~~{END OF OPTION 1}{ } {OPTION 2}~~

~~All requests for reconsideration of library materials under this policy shall be addressed as follows:~~

- ~~A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.—~~
- ~~B. The request to the District Administrator shall be made in writing and shall include the following information:~~
  - ~~1. author;~~
  - ~~2. title;~~
  - ~~3. publisher;~~
  - ~~4. the individual's familiarity with the material;~~
  - ~~5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not ( ) age appropriate ( ) developmentally appropriate ( ) age appropriate or developmentally appropriate [END OF OPTION] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]~~
- ~~C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall consist of the following members:~~
  - ~~1. a building level administrator;~~
  - ~~2. ( ) a teacher;~~

- 3. ~~( ) a school librarian;~~
- 4. ~~( ) a reading specialist or language arts teacher; and~~
- 5. ~~( ) a member of the community.~~
- 6. ~~( ) \_\_\_\_\_.~~
- 7. ~~( ) \_\_\_\_\_.~~

**D. ~~The procedures for the Reconsideration Committee will be as follows:~~**

- 1. ~~The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.~~
- 2. ~~The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.~~
- 3. ~~The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.~~
- 4. ~~The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.~~
- 5. ~~During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.~~
- 6. ~~The committee's recommendation shall be reported to the District Administrator in writing within [OPTION 1] ( ) five (5) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days following the committee's decision.~~

~~The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.~~

- E. ~~The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within [OPTION 1] ( ) ten (10) [OPTION 2] ( ) \_\_\_\_\_ ( ) [END OF OPTIONS] business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.~~

**F. ~~The decision of the Board is final:~~**

~~Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for ( ) \_\_\_\_\_ years before new requests for reconsideration of those items will be entertained.~~  
~~END OF OPTION 2}~~

**[ - ] OPTION 3**

**All requests under this policy for reconsideration of library materials shall be addressed as follows:**

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed

below.

- B. (-) The request is to be addressed to the ( ) school library media specialist ( ) building principal ( - ) District Administrator ( ) \_\_\_\_\_, in writing and shall include the following information:
1. (-) author;
  2. (-) title;
  3. (-) publisher;
  4. (-) the individual's familiarity with the material;
  5. (-) for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g.-contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not ( - ) age-appropriate ( - ) developmentally appropriate ( - ) age-appropriate or developmentally appropriate [END OF OPTIONS] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.  
[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]
- C. (-) The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. (-) The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any-action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for ( ) 4 years before new requests for reconsideration of those items will be entertained.

### END OF OPTION #3

#### Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;

- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

#### **Parental/Police Access to Library Media Center Information**

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

Parents of a student under the age of sixteen (16) have the right to review, upon request, library media center records relating to the use of the center's documents or other materials, resources or services by the student.

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

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

#### **Inter-Library Loans**

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

#### **Fines**

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

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





Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01
Status	
Adopted	August 22, 2011
Last Revised	August 23, 2021

**2700.01 - SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS**

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.

**School Performance Report (SPR)**

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 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.

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

**Title I Provisions of the School/District Accountability Report Card**

In any year that the District receives Title I funding, its school/District accountability report card(s) must also include the following information regarding the delivery of Title I services as described in Policy 2261.03.

**State Accountability Report Card**

A copy of each school's accountability report card, as prepared by the Wisconsin Department of Public Instruction, shall be provided **by the District** to the parent of each student enrolled in or attending the school on an annual basis. The report shall be **provided sent simultaneously** with the **notice required in Policy 8146**—Notification of Educational Options.

Revised 1/12/15  
Revised 10/26/20

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Legal	115.38, Wis. Stats. 115.385, Wis. Stats. 20 U.S.C. 6311
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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
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Adopted	August 22, 2011
Last Revised	October 26, 2020

**3120.04 - EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. **This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.**

The Director of Human Resources shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the Director of Human Resources that are not arbitrary, capricious, or discriminatory.

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

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board or engage the services of a third-party provider of substitute teachers.

**Prior to the end of the school year, District employed** ~~Employed~~ **substitutes, who the District intends to employ for the ensuing school year, will** ~~may~~ **receive in June** a letter of reasonable assurance of continued **employment** ~~eligibility for assignment during the ensuing school year.~~

Revised 1/27/20

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
Status	
Adopted	August 22, 2011
Last Revised	April 25, 2022

**3121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

**Criminal History Record Check**

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for all employees and volunteers. A criminal history record check may be required of others for the protection of the students.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

**Employee Self-Reporting Requirement**

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213
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Adopted	August 22, 2011
Last Revised	February 8, 2021

### 3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and 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 any 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, Wis. Stats. and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with ~~their/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 ~~they are~~/~~he is~~ informed or ~~detect~~/~~detects~~ to ~~their/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 ~~that they~~/~~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, particularly those of the opposite gender, 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 ~~their~~**his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is a professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to his/her health.
- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a professional staff member's own child or other relative.**

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.

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 10/26/20

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Legal 48.981, 948, 948.095 Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of BENEFITS
Code	po3425
Status	
Adopted	February 13, 2012

3425 - **BENEFITS**

It is the Board ~~of Education~~'s policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees.

The specific design and development of employee benefit plans, that may consist of health insurance, dental and vision insurance, short term and long term disability insurance, and life insurance benefits shall be presented by the District Administrator with approval by the Board. These programs shall be reviewed no less than annually and where necessary or appropriate, the District Administrator shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The District Administrator shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

**Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).**

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

**Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272**

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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	
Adopted	August 22, 2011
Last Revised	August 23, 2021

**4120.04 - EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The District Administrator shall make appropriate arrangements, including the use of a third-party provider, to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill vacant positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitute aides who are required to have a valid professional certificate or permit must provide a copy of such. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Human Resources office.

~~Where appropriate, substitutes will receive in June a letter of reasonable assurance of continued employment.~~

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING
Code	po4121
Status	
Adopted	August 22, 2011
Last Revised	April 25, 2022

**4121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING**

**Criminal History Record Check**

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for all employees and volunteers. A criminal history record check may be required of others for the protection of the students.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

**Employee Self-Reporting Requirement**

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.







Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	August 22, 2011
Last Revised	February 8, 2021

**4213 - STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District and 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 any 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, Wis. Stats. and Policy 8462.

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

- A. A support staff member shall report immediately any accident or safety hazard about which they are/s/he is informed or detect/detects to their/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 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 support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students, particularly those of the opposite gender, 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 their/his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is a 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 shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a support staff member's own child or other relative.**

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.

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 10/26/20

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Legal 48.981, 948, 948.095 Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of BENEFITS
Code	po4425
Status	Draft
Adopted	February 13, 2012

4425 - **BENEFITS**

It is the Board ~~of Education~~'s policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high-quality employees. The specific design and development of employee benefit plans, that may consist of health insurance, dental and vision insurance, short term and long term disability insurance, and life insurance benefits shall be presented by the District Administrator with approval by the Board. These programs shall be reviewed no less than annually and where necessary or appropriate, the District Administrator shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The District Administrator shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

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Legal



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	Draft
Adopted	August 22, 2011
Last Revised	April 25, 2022

**5113 - OPEN ENROLLMENT PROGRAM (Inter-District)**

The 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 does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

**C. Tuition Student**

A non-resident student who attends school in the District and pays tuition in accordance with State law.

**D. Full-Time Enrollment**

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

**E. Class Size**

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.

**F. 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.

**G. Resident Student**

A student who is a 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. Annual Space Determinations

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals:

- a. (-) Students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats.
- b. (-) All currently attending students.
- c. (-) All siblings of currently attending students.
- d. ~~(-) If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district.~~

### B. ~~Procedures for~~ Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

~~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. If the District determines that space is not otherwise available for open enrollment students in the grade 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. The District will establish a numbered waiting list of all 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. Specific reason(s) for denial ( ) and whether the student has been placed on the waiting list. [Select only if use of a waiting list is selected below.] A parent notifies the nonresident school board that the student will not attend the nonresident school district

2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal. ~~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.~~

Application of Space Determinations and Random Selection Process ~~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.~~

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences

- a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
- b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. .] The District will establish a numbered waiting list of all 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, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 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:

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

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different non-resident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded

~~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. C. 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 space 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.

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, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
  3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
    - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
    - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
    - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
    - d. Possessing a dangerous weapon (as defined in ~~Section~~ 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

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

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") 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~~ 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.

5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident board under ~~Wis. Stat.~~ 115.777(1), Wis. Stats. or identified by the non-resident student's resident school board under ~~Wis. Stat.~~ 115.77(1m)(a), Wis. Stats., but not yet evaluated by an individualized education program team.

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 District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to their resident school district.

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

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

### C. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

### D. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by the student's 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 student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

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

## DELEGATION TO DISTRICT ADMINISTRATOR

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

## 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.

**Application of Emergency Orders**

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

- Revised 1/12/15
- Revised 12/21/15
- Revised 8/12/19
- Revised 10/12/20
- Revised 2/8/21

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



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of STUDENT ACCIDENTS/ILLNESS/CONCUSSION
Code	po5340
Status	
Adopted	August 22, 2011
Last Revised	August 12, 2019

#### 5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

##### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for **their/his/her** acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the business office on all accidents.

##### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330.

##### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Activities Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to

receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

### **Sudden Cardiac Arrest**

**Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.**

**In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 12 and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:**

- A. **information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;**
- B. **information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and**
- C. **information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.**

**The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.**

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Legal 118.29, 118.293, Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of BULLYING
Code	po5517.01
Status	Draft
Adopted	August 22, 2011
Last Revised	January 4, 2022

#### 5517.01 - **BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

#### **Definitions**

##### **"Bullying"**

Bullying is deliberate or intentional behavior using 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions;
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity; and
5. cyberbullies hack into or otherwise gain access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, ~~or~~ physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

### **Complaint Procedures**

Any student who believes they have been or **are** the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, the student should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, **and** their parents ~~and/or guardians, and employees~~. The policy will also be **provided distributed** to organizations in the community having cooperative agreements with the schools. Additionally, the policy **or a summary** will be **posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as** incorporated into the teacher, student, and

parent/~~guardian~~ handbooks. ~~All new hires will be required to review and sign off on this policy and the related complaint procedure.~~

The School District will also provide a copy of the policy to any person who requests it.

**Records and Reports**

Records of investigations will be maintained ~~on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy~~ in accordance with Policy 8330 - Student Records and State law.

~~[ ] An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. [END OF OPTION] An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.~~

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

Revised 10/12/20

Revised 2/8/21

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Legal 118.46, Wis. Stats.





Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	August 22, 2011
Last Revised	August 23, 2021

#### 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. Wherever ~~the terms~~ video surveillance or electronic monitoring are used, such notification shall identify that~~reference includes both~~ video and audio surveillance are as possible technologies being employed.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. 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.

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, which may include video footage, audio recording, or both. Additionally, the District Administrator 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 proceeding, 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.

Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for 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.

Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform ~~their~~ **the employee's** job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

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 seven (7) calendar 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, any recording may be destroyed after fourteen (14) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but 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 ~~should~~ **must** be clearly and properly labeled and ~~stored~~ **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 ~~Administrator~~ **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 ~~Administrator~~ **building principal** shall approve requests for access to recorded and stored video images. The ~~Administrator~~ **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.

**Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement.** 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.

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.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the 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.

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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



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of NOTIFICATION OF EDUCATIONAL OPTIONS
Code	po8146
Status	
Adopted	September 14, 2015
Last Revised	July 29, 2019

8146 - **NOTIFICATION OF EDUCATIONAL OPTIONS**

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

Annually, by January 31 ~~On an annual basis~~, a list of all educational options available to children who reside in the District will be provided to parents as a class 1 notice and on the District's website. These options include, including public ~~schools~~ school, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment in a nonresident school district, youth apprenticeship programs offered under 106.13, Wis. Stats. and options for students enrolled in a home-based private education program, ~~will be provided to parents.~~ (See ~~see~~ Policy 2370 - Educational Options Provided by the District)

In the class 1 notice, as well as the notice on the District website, the Board shall identify the most recent report card accountability rating that has been assigned to each school within the District boundaries, including charter schools and private schools participating in a parental choice program. This notice shall also inform parents of the availability of the full school and School District accountability reports. (See also Policy 2700.01 - School Performance and State Accountability Report Cards).

Revised 7/23/18

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Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.



Book	Policy Manual
Section	31.2 Policies for Board Consideration
Title	Copy of BONDING
Code	po8740
Status	
Adopted	August 22, 2011

#### 8740 - PROTECTION OF DISTRICT FUNDS~~BONDING~~

The Board ~~of Education~~ recognizes that prudent trusteeship of the resources of this District dictate that employees responsible for the safekeeping of District monies and property be bonded or alternatively be covered by an insurance policy issued by a Board-approved and accredited insurance carrier or joint self-insurance pool.

An insurance policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of, the employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond.

The District shall be indemnified against loss of money and property by bonding of employees holding the positions and in the amounts determined by the Board and in accordance with State law.

All other employees handling money shall be covered under a blanket bond or insurance policy to an amount determined by the Board. The Board shall bear the cost of insuring or bonding each employee required to be covered~~bonded~~ by this policy.

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Legal	120.13(23), Wis. Stats.
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