

GERMANTOWN SCHOOL DISTRICT

Notice of Policy Committee Meeting

March 15, 2023

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 February 21, 2023 Meeting Minutes
- V. New Business**
 - A. Discussion and action regarding updates and modifications to District policies
0100 - 9800.01
- 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
MINUTES OF THE BOARD OF EDUCATION
POLICY COMMITTEE MEETING**

February 21, 2023

1. The meeting of the Policy Committee was called to order in the District Office Board Room by Committee Chair Barney at 4:30 p.m.
2. Policy Committee Members present: Tom Barney, Bob Soderberg, Russ Ewert.
3. Motion by Ewert, second by Soderberg to approve the agenda with number 6 to be corrected to read Transgender instead of Tramsgender. Motion carried.
4. Motion by Ewert, second by Soderberg, to approve the minutes from September 20, 2022. Motion carried.
5. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2414 - Human Growth and Development, which included the addition of language to be in compliance with Wisconsin State Statute 118.01(2)(d)2c.
6. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 2522 - Library Media Centers, which included the path for a Board or staff member to take to have their concerns addressed and the decision making process to have a book vetted or removed.
7. Superintendent Dr. Chris Reuter led discussions on the modifications to Policy 8510 - Wellness which included the mission of our nutrition and nutrition education and wellness as it relates to physical education and activity for our students.
8. Motion by Soderberg, second by Ewert to move forward with a positive recommendation to the full Board to approve the updates and modifications to District Policies 0100-9800 reviewed and revised, specifically Policy 2414 - Human Growth and Development, Policy 2522 - Library Media Centers, and Policy 8510 - Wellness. Motion carried.
9. Motion by Ewert, second by Soderberg to adjourn. Motion carried.
10. Committee Chair Barney declared the meeting adjourned at 5:01 p.m.

Melissa Timmerman
Recording Secretary



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of Overview
Code	01
Status	From Neola

WISCONSIN OVERVIEW AND COMMENTS

Volume 32, Number 1 January 2023

All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please make any revisions on the BoardDocs software using the instructions provided to you. You may direct questions related to content to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that topic.

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

Revisions to your policies and administrative guidelines should be made on the BoardDocs software using the instructions provided to you.

Using Header Box Options in BoardDocs

Each policy and administrative guideline has multiple header boxes in BoardDocs that provide essential information in addition to the title and code number for the document. (NOTE: All the header boxes are visible only when editing is turned on; in view mode, only the header boxes with content are shown.)

Adopted: The "Adopted" header box indicates when the policy or guideline was first adopted, and that date never changes as long as the policy or guideline is active.

Last Revised: Retaining the history of each policy and guideline is important for legal and administrative reasons, so BoardDocs provides options for such retention. Immediately beneath the "Adopted" header box is the "Last Revised" header box that indicates the last time the policy or guideline was changed, and this box is updated by Neola Production each time a revision is submitted. Any revision dates between the initial adoption and the latest revision are usually located at the bottom of the document, just above the Neola copyright. (Again, these dates are updated by Neola Production with each submission and should correspond to Board meeting minutes, except for TC notations for technical corrections.)

Last Reviewed: A new "Last Reviewed" option now exists for indicating that you have reviewed the policy or guideline and have found it to be sufficient as presently written. Since no revision is being made in these situations, there is no record that the document was reviewed. A common example would be a technical correction that isn't needed on your document, or a revision to an option that you do not have or want. In such cases, because the copyright has changed but not any content, you would want to show that your document is current as of the new copyright date even though it has the older copyright date from the previous version of the Neola template. Now you have the option to indicate that you have reviewed the document even though no revision was made by putting the review date in the new "Last Reviewed" header box. This is also a handy feature for those Boards that use a policy review regimen in addition to revisions made through the Neola Update process.

Any questions about how to use these BoardDocs header box features should be directed to your Neola Associate, or you may contact BoardDocs Support at 1-800-407-0141.

District-Specific Materials

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
2. New materials that the District develops in their entirety and exclusive of Neola;
3. Revisions or deletions that substantively depart from Neola's templates; and
4. Outdated material that a District did not keep current with Neola updates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Davis & Kuelthau, s.c. or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

Supplemental Information

Toolkit for Policy 5410

Complaint Quick Reference Chart

Policy Revisions**Policy 0100 – Definitions (Revised)**

New definitions have been added for the terms “Legal Notice” and “Official Newspaper”, as those terms may be referenced in various policies. This revision is recommended for updated references.

Policy 0175 – Association Memberships (Revised)

This revision adds an additional membership option for the Board.

Policy 2210 – Curriculum Development (Revised)

This policy is revised to more closely align with DPI regulations pertaining to curriculum development and content, as well as to reference the review process. The policy also incorporates reference to innovative instructional design concepts and a cross reference to the innovative instructional programming policy.

Adoption is recommended to incorporate more detailed language provided in applicable regulation and to reference applicable legal citations.

Policy 2220 – Adoption of Courses of Study (Revised)

This policy has been revised in coordination with Policy 2210 to better reflect DPI regulations, PI 8.01(2)(k)2 & PI 8.01(2)(k)3.

This revision is recommended.

Policy 2221 - Special Observance Days (Revised)

This policy has been revised to align with current State law that specifies September 11th as a special observance day as well as certain provisions for Arbor Day.

This revision is recommended.

Policy 2430 – District-Sponsored Clubs and Activities (Revised)

The policy has been updated to include language permitting use of the District logo and other intellectual property when in compliance with the policy in order to be consistent with the current guidelines. It is recommended for internal consistency.

Policy 3215/4215 – Use of Tobacco and Nicotine by Professional/Support Staff (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.

Policy 5200 – Attendance (Revised)

This policy is revised to incorporate definitions of key terms for both purposes of this policy. These definitions are required in order to enforce truancy requirements and potentially to enforce open enrollment termination provisions in the context of habitual truancy.

Adoption of these revisions is strongly recommended.

Policy 5250 - Program or Curriculum Modifications (New)

This new policy provides for the process specified by State statute for program or curriculum modifications for students in circumstances that require more than a routine schedule change. The policy does not indicate how such requests are handled since that procedure would be contained in the administrative guidelines and/or student handbook.

Adoption of this new policy is recommended to align with the State statute but is not required.

Policy 5330 – Administration of Medication/Emergency Care (Revised)

This policy is updated to clarify options and includes revised language regarding the storage of medications. This revision is recommended for consistency with current practices.

Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest (Revised)

This policy has been revised to reflect the best practices regarding the health, safety, and welfare of students when a teacher or coach determines a student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. This revision is recommended for consistency with current best practices.

Policy 5410 – Promotion, Placement and Retention (Revised)

The policy is updated to include new definitions to match the current administrative guideline. Updated drafting notes are also provided. A toolkit is included in this Update with examples of different ways to write this policy in accordance with the State statute.

These revisions are recommended for compliance with the current Wisconsin statute and consistency with the guideline.

Policy 5512 – Use of Tobacco and Nicotine by Students (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended to continue to improve efforts to keep the influence of substances out of the schools.

Policy 5517 - Student Anti-Harassment (Revised)

This policy is revised for purposes of consistency with current laws and regulations regarding Student Anti-Harassment.

Adoption is recommended for policy language consistent with applicable law.

Policy 5771 – Search and Seizure (Revised)

This policy is revised to provide an additional option for the frequency of inspections and an updated statutory reference.

Policy 5722 – School-Sponsored Publications and Productions (Replacement)

This policy has been revised to reflect the diverse types of student publications and productions currently available in the digital age. This replacement policy is proposed because of the wide variety of school-sponsored student media that are present in schools today and due to the many technological advances that have occurred.

The language in the policy has been modified to encompass the newer online electronic forms of school-sponsored student media. The policy provides four options to consider for the classification and regulation of such publications and production.

The recommendations made in this policy should be carefully considered when addressing the evolving student media environment and language should be adopted that best fits the District's needs.

Policy 7434 – Use of Tobacco and Nicotine on School Premises (Revised)

This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools.

This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.

Policy 7440 – Facilities Security (Revised)

Language has been added to reflect a recent Wisconsin Court of Appeals decision which permits searches of non-student visitors or vehicles on school property under certain circumstances. See *State v. Vang*, 398 Wis.2d 311 (Ct. App. 2021). The pertinent case citation is added to the legal references.

Policy 7544 – Use of Social Media (Revised)

The policy is revised to add an intermediate option to the designation of permitted activity and forum determination of District approved social media platforms. Review of this policy and current selections made by the District is strongly encouraged to assure that Board policy and practice are consistent and deliberate.

Policy 8405 – Environmental Health and Safety Program (Revised)

Policy is revised to more closely align with statutory requirements for developing the indoor environmental quality plan and additional and updated citations are added.

Adoption is recommended for policy language consistent with applicable law.

Policy 8420.01 – Epidemics and Pandemics (Revised)

This policy has been modified to avoid language that might be interpreted to implicate open meetings laws, based on the Wisconsin Supreme Court ruling in 2017, and adds options for flexibility in plan development.

Policy 8450 – Control of Casual-Contact Communicable Diseases (Revised)

Revisions are made to this policy to more accurately reflect the statutory requirements and authority granted to certain school staff and required action found in 252.21 Wis. Stats.

Adoption of these revisions is recommended for compliance with statutory requirements.

Policy 8600 - Transportation (Revised)

This policy is revised to incorporate regulatory language regarding placement of video and audio surveillance equipment in District-owned or contracted busing services.

Policy 8800 – Religious Activities and Observances (Revised)

The policy is revised to reflect the recent U.S. Supreme Court decision in *Kennedy v. Bremerton School District* in which the Court clarified the equal importance of and the interaction between the Constitution's two first amendment clauses pertaining to religious rights. The *Bremerton* decision reinforced employees' rights to the free exercise of religion such that a first amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members' free exercise rights.

As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the establishment clause. The policy is also revised by removing the U.S. Flag observances and placing those provisions in a separate policy, Policy 8802.

Revisions are recommended and if not adopted so that applicable policies articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions.

Policy 8802 - Patriotic Observances (New)

The policy is added to separate the observances language from the religious activity policy to more accurately distinguish the concepts. The policy also provides an option relative to moments of silence intended to avoid religious connotations to such remembrance or recognition observances.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of DEFINITIONS
Code	po0100 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	April 25, 2022

0100 - **DEFINITIONS**

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

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

Administrative Guideline

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

Administrator

An employee who holds a position of leadership over a defined function or department of the District, **is employed with an administrative contract,** and/or who reports directly to the District Administrator.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Services

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

Board

The Board of Education, also commonly referred to as the School Board, shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).

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

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3)

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.)

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

District Administrator

The administrative head of the School District, sometimes locally referred to as Superintendent.

In policy and administrative guidelines, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agency(ies)

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

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

May

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

Medical Advisor

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

Meeting

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

Official Newspaper

A newspaper may be designated by the Board under 985.05. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

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

Personal Communication Devices

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

Policy

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

President

The chief executive officer of the Board. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

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

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, ~~or~~ step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

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

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

Shall

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

Social Media

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

Student

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

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

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

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

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

Revised 2/13/12

Revised 7/10/17

Revised 6/25/18

Revised 10/12/20

Revised 2/8/21

Revised 8/23/21



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of COMMITTEES
Code	po0155- *bn Needs special misc. disposition sheet
Status	draft
Adopted	August 22, 2011
Last Revised	October 12, 2020

0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

The Board President shall appoint the committees deemed necessary by the Board. The Board President shall appoint any committee chair not specified in Board policy. Committee membership shall be reviewed on an annual basis.

Board members may attend any committee meeting that they are not a member of and take part in discussion, however, they may not vote. The Board President shall be an ex-officio member of all committees.

The Board shall approve all special committees. Such committees shall automatically dissolve upon completion of their assigned tasks. The function of all committees established by the Board shall be investigative and advisory, not legislative or administrative.

No official action may be taken by a committee except as provided in Board policy and established procedures. A committee shall require a quorum, consisting of a majority of its members, to take any action. Any recommendation from a committee shall be acted on at a regular or special Board meeting.

Committee members have the right to recommend items for the agenda. The Committee Chair in consultation with the District Administrator shall determine the agenda for committee items. Items may be referred to the Committee by the Board.

Committee meetings shall be properly noticed in accordance with the Open Meetings Law. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The committee meeting agenda and minutes shall also be distributed to all Board members.

A. Operating Procedures

1. Board committee meetings are held to deal with a task assigned by the Board or specified by Board policy.
2. Committee meetings shall be open to the public, except as specifically provided by State law.
3. All Board members, the District Administrator, pertinent District office staff and building principals are encouraged to attend committee meetings to give input into committee deliberations. Only committee members, however, shall vote.
4. Agendas shall be posted according to the Open Meetings Law.
5. The committee chairman shall call the meeting to order, take roll call and review the agenda.

6. The current edition of Robert's Rules of Order, Newly Revised shall be adopted for the conduct of all committee meetings.
7. The committee shall discuss the item(s) on the agenda, obtain input from others in attendance, and then deliberate as a committee.
8. Committee voting may be exercised and recorded accordingly. Minutes shall be for reference purposes only. They shall have no official status.
9. A written finalized report shall be submitted to the Board prior to action.

B. Standing Committee Responsibilities

Each standing committee shall be chaired as indicated below. In case the Board Member designated as chairman is not able to attend the committee meeting, the committee shall appoint a chairman pro tem.

The Board shall have ~~five~~^{six} standing committees as follows:

A. Finance Committee

The chairman of the Finance Committee shall be the Board Treasurer. It shall consist of three Board members. The Finance Committee shall meet monthly, prior to the regular Board meeting.

The main tasks of the Finance Committee shall be to review the monthly vouchers, analyze the Financial Statement (Treasurer's Report) and review any purchase orders according to Board policy. Any additional tasks regarding financial matters assigned by the Board shall be dealt with in an advisory manner by the Finance Committee.

B. Personnel Committee

The Personnel Committee shall be chaired by the Board Vice- President. It shall consist of three Board members. The Personnel Committee shall meet as often as necessary, but not less than once per calendar quarter.

The main tasks of the Personnel Committee shall be to advise the Board on recommended regular and/or supplemental employment contracts, job descriptions, and overall staffing patterns throughout the school district. The committee shall also implement in coordination with the Director of Human Resources a feedback system for exiting staff. Any additional tasks regarding personnel matters assigned by the Board shall be dealt with in an advisory manner by the Personnel Committee.

C. Policy Committee

The Policy Committee shall consist of three Board members, including the chair. The chair shall be the School Board Clerk. The Policy Committee shall meet as often as necessary, but not less than once per calendar quarter.

The main task of the Policy Committee shall be to review policy and recommend additions, deletions, or modifications to the Board as deemed necessary.

D. Negotiations Committees

Negotiations shall be chaired by the Board President. The President will appoint Board members to committees to negotiate master contracts. One committee will be assigned for each master contract, for each represented group. No negotiating committee will be more than three (3) members in order to avoid a simple majority of the full Board.

Negotiating committees will get direction from the full Board prior to starting negotiations with the represented group. Committee chairs will give progress reports back to the full Board as appropriate.

The primary task of the Negotiations Committees shall be to negotiate successor agreements to the existing union contracts when necessary.

E. Building and Grounds Committee

The Building and Grounds Committee shall consist of three (3) Board members, including the chair. The Board President shall appoint the members and assign the chairmanship. The Committee shall also include one (1) eligible voter from within the Germantown School District community: this person shall be appointed by the Board President and approved by a majority vote of the Board, shall not be a public official, and shall serve a two-year term. The Committee shall also include the Director of Business and Auxiliary Operations for the District. All members of the Committee, other than the Director of Business and Auxiliary

Operations, shall be voting members.

The primary tasks of the Building and Grounds Committee shall be to provide general oversight in the construction, renovation and repair of all school district properties, to review monthly vouchers associated with capital improvement projects, and to provide appropriate recommendations to the Board for official action. The Board may assign other temporary advisory duties or tasks to the Building and Grounds Committee from time to time.

F. **Teaching and Learning Committee**

The Teaching and Learning Committee shall consist of three (3) Board members, including the chair. The Board President shall appoint the members and assign the chairmanship. The primary task of the committee shall be to advise the Board on curriculum and instructional programming decisions. The committee shall meet as often as necessary but not less than one calendar quarter.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee may provide for a period of public comment, and recording appropriate minutes of the meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. A committee may conduct a closed meeting provided it is for one of the purposes described in Bylaw 0167.2 and the committee abides by all requirements for the conduct of a closed meeting.

The President is authorized to appoint as soon after the Annual Reorganizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident or the District Administrator with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Revised 1/12/15

Revised 6/25/18

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Book Policy Manual
Section Policies For Board Consideration/Approval
Title Copy of PRESIDING OFFICER
Code po0163 *bn Will need separate disposition sheet.
Status draft
Adopted August 22, 2011

0163 - PRESIDING OFFICER

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, the Board Clerk shall preside. **In the absence of the President, Vice-President and Clerk the Treasurer shall preside.**

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Legal 120.11, Wis. Stats.

Book	Policy Manual
Section	0000
Bylaws Title	CONSENT AGENDA
Code	po0166.1
Status	Active
Adopted	August 22, 2011

0166.1 - CONSENT AGENDA

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. Payment of vouchers, ~~and~~
- B. Donations,
- C. Regular Board Meeting minutes,
- D. Certified staff contracts,
- E. Certified staff resignations, and
- F. Certified staff retirements

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the District Administrator or any Board member thinks the item requires further discussion.

Last Modified by Valerie Lukens on February 20, 2020



Book Policy Manual
 Section Policies For Board Consideration/Approval
 Title Copy of ASSOCIATION MEMBERSHIPS
 Code po0175 *bn Choice
 Status draft
 Adopted August 22, 2011

0175 - ASSOCIATION MEMBERSHIPS

The Board of Education may maintain membership in the National School Boards Association, **(-) Consortium of State School Board Associations [END OF OPTION]** and Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the District Administrator and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

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Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	April 25, 2022

2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and in accordance with a plan for curriculum growth established by the District Administrator shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined **as to include:** all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

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

- I. in the elementary grades, ~~provides~~provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in the elementary grades, ~~provides~~provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, ~~provides~~provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. ~~provides~~provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides ~~effective with the 2022-23 school year~~;
- P. ~~provides~~provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. ~~provides~~provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

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

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

The District Administrator may ~~conduct such innovative programs~~propose programming using innovative instructional design as are deemed to be beneficial or necessary to the continuing growth of the instructional program and to better ensure accomplishment of promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the BoardState law and implemented consistent with the District's curriculum as approved by the Board.

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

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

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

Revised 10/12/20

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Legal 118.01, 118.24, 121.02(1)(L), Wis. Stats.
 PI 8.01(2)(L)
 118.30, 121.01(1)(k)
 PI 8.001(6g)
 PI 8.01(2)(K)

Book	Policy Manual
Section	2000 Students
Title	ADOPTION OF COURSES OF STUDY
Code	po2220
Status	Active
Adopted	August 22, 2011

2220 - **ADOPTION OF COURSES OF STUDY**

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The District Administrator shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law. The District Administrator's recommendation shall include the following information about each course of study:

- A. its applicability to students and an enumeration of those groups of students to be affected by it
- B. the intended learning objective(s), defined in terms of how the learning is applied
- C. its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level
- D. its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study
- E. its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course
- F. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.
- G. the plan for its continuous assessment which includes criteria and standards

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at his/her optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its ~~content~~ **class standards and objectives** must be approved in accordance with the District Administrator's administrative guidelines.

In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.

The District Administrator shall maintain a current list of all courses of study offered by this District.

CURRICULUM PLAN

The structure and order for curriculum instruction and assessment, development and action planning and revision include the following:

A. Organization for Curriculum and Assessment Development

1. Subject Area Curriculum ~~Steering Committee~~ Review Team

The K-12 Subject Area Curriculum ~~Steering Committees~~ **Review Team** are the basic working units designed to accomplish the curriculum and assessment development, action planning, and revision process.

a. Number of ~~Committees~~ Review Teams

The number of ~~committees~~ **Review Teams** will be based on the combined recommendation of ~~Director of Curriculum and Instruction~~ **the Director of Teaching and Learning** and Superintendent, with approval of the Board of Education. ~~Committees~~ **Review Teams** may include, but not be limited to Four K - 12 Academic Area ~~Steering Committees~~ **Review Teams** including Communication Arts, Mathematics, Science, and Social Studies, along with Program committees including, but not limited to Art, Business Education, Career Education, Family and Consumer Education, Foreign Language, Gifted/Talented, Guidance, Library/Media, Music, Physical Education and Health, Pupil Services, Environmental Education and Technology Education.

b. K - 12 Subject Area ~~Steering Committee~~ Review Team Membership Structure

a. Each ~~committee~~ **Review Team** shall consist of the following:

- a. Chairperson(s)
- b. Building and Grade Level Representatives from ~~each multiple grade levels and buildings; with representation of regular and special education staff~~ **each multiple grade levels and buildings;**

- c. Administrative Liaison
 - d. One Specialist (or other) *as needed*
 - e. Community Representative *as needed*
 - f. Students (one from the middle school and one from the high school) *as needed*
- b. ~~Each member of a K-12 Subject Area Steering curriculum committee shall hold the position for a two-year renewable term.~~ All appointments shall be approved by the Director of Teaching and Learning and the District Administrator, ~~with final approval from the Board of Education. All such appointments and approvals must be made no later than September 30 of the current school year.~~
- c. **K-12 Subject Area Steering Committee Curriculum Review Team Responsibilities**
- a. To examine existing program content, resources and effectiveness
 - b. To examine current research and best practices regarding subject area
 - c. To review grade level curriculum alignment with district and state academic standards and benchmarks.
 - d. To recommend program modifications
 - e. To participate in the development and implementation of a program curriculum, instruction, and assessment action plan
 - f. To suggest and assist in program inservice needs.
 - g. To respond to new program/course proposals, revisions, and modifications
 - h. To recommend textbook and major resource adoptions to the ~~Instructional Improvement Council~~ *Teaching and Learning Committee*
 - i. To review multiple measures of student learning results to determine curriculum effectiveness.
 - j. To participate in the curriculum evaluation process to evaluate the K-12 program.

~~2. Instructional Improvement Council~~

~~The Instructional Improvement Council monitors and reviews all recommendations relative to the instructional program. The Council sends recommendations to the Administrative Council and to the Board of Education.~~

Council Membership Structure

~~The Council shall consist of the following:~~

- ~~a. Director of Teaching and Learning~~
 - ~~b. Four Subject Area Steering Committee Chair~~
 - ~~c. One (1) Board of Education member~~
 - ~~d. Two (2) community representatives~~
 - ~~e. Three (3) principals (one (1) elementary; one (1) middle; one (1) high school)~~
 - ~~f. Director of Pupil Services~~
 - ~~g. Four elementary teachers~~
 - ~~h. One elementary reading specialist~~
 - ~~i. Two middle school teachers~~
 - ~~j. Two high school teachers~~
 - ~~k. Instructional Specialists~~
 - ~~l. Director of Human Resources (Ad Hoc)~~
 - ~~m. Director of Communications & Technology (Ad Hoc)~~
 - ~~n. Superintendent (Ad Hoc)~~
3. ~~Each member of the Instructional Improvement Council shall hold the position for a two-year renewable term. All appointments from the subject area steering committees shall coincide with their terms of office. All appointments are approved by the Director of Curriculum and Instruction and the Superintendent, with final approval from the Board of Education.~~

Council Responsibilities

- ~~a. To update the K-12 curriculum long range action plan as necessary.~~
- ~~b. To review curriculum steering committee goals.~~
- ~~c. To recommend and assist in implementing effective staff development programs.~~
- ~~d. To receive and analyze reports that impact the instructional program:

 - ~~a. achievement testing, and~~
 - ~~b. curriculum evaluation, audit reports and implementation plans.~~~~
- ~~e. To endorse textbook adoptions.~~
- ~~f. To recommend modifications to the Administrative Council and Board.~~
- ~~g. To act on program modifications.~~

B. Phases in Curriculum Development

The ~~K-12~~ Subject Area ~~Steering Curriculum Committees~~ Curriculum Review Teams shall be responsible for overseeing the following phases in the curriculum, ~~I~~instruction, and ~~A~~assessment Program development process.

1. Review current program

- a. Access and analyze Data
- b. Examine previous and present experiences
- c. Examine District Standards and Benchmarks
- d. Determine program strengths and concerns
- e. Establish needs

2. Development of Program Intent

- a. Investigate Best Practices
- b. Write mission and belief statements
- c. Analyze standards, curriculum and assessment models and options
- d. Determine program direction

3. Develop System and School Action Plan

- a. Establish SMART objectives
- b. Select key activities and resources
- c. Determine professional development plan
- d. Determine new model implementation (if appropriate)

4. Materials Selection

Determine resources, instructional practices, and strategies consistent with program goals. Textbooks and major resource materials shall be selected and adopted in accordance with Board policy. New adoptions shall be closely aligned to the curriculum revision phase.

5. Program Implementation

- a. Implement the revised mission, goals and course benchmarks
- b. Implement new materials selected to meet the revised curriculum
- c. Plan necessary ~~in-service~~ professional development relative to the new program(s)
- d. Solicit program feedback from the staff

6. Program Evaluation

Participate in the process for evaluating the components of the program that have been identified ~~at the subject steering committee level~~ by the Subject Area Curriculum Review Team.

- a. Collect evidence
- b. Analyze evidence
- c. Complete a self-study
- d. Undergo an audit compatible with the programs' identified needs

7. Continuous Program Improvement

- a. Assess identified strengths and weaknesses/concern
- b. Develop and revise action plan specific to the areas of weakness/concern
- c. ~~Submit the action plan to the Instructional Improvement Council for review~~ Provide updates and recommendations to the Board of Education.
- d. Implement the strategies/plans ~~that received a high priority ranking from the Instructional Improvement Council, Administrative Council and the Board of Education.~~ as identified by the Teaching and Learning Committee.

C. Process for Course/Program Addition, **Modification** Revision or Deletion.

1. ~~Recommendations for course/program additions, deletions or modifications~~ Course additions or deletions at the high school and middle school shall be presented to the ~~subject area curriculum steering committee~~ Teaching and Learning Committee. ~~by April 1 of the school year preceding the school year in which the proposal shall be considered for adoption. High school course proposals shall have received the acknowledgment of the high school department and administration prior to submission to the steering committee.~~
2. Course additions and deletions shall be reviewed and adopted by the School Board before they are initiated or dropped from the existing program of instruction.
3. The revision curriculum will be supported through professional development in instructional practice, construction of knowledge, and the utilization of resources.
4. Annually, the Teaching & Learning Department will post the curriculum review process and curriculum calendar for public visibility on the Teaching & Learning District website.
2. ~~Steering committees shall provide an initial endorsement, an endorsement with modifications, or a rejection by May 1 of the same school year mentioned above. For the high school, a definite course outline is to be developed prior to further consideration by the steering committee in the fall.~~
3. ~~By October 1, the finalized course proposal shall be presented to the subject area curriculum steering committee for review, adoption or rejection.~~

- ~~4. The approved proposals shall be presented to the Instructional Improvement Council by November 1 for discussion and review.~~
- ~~5. The Instructional Improvement Council shall take final action relative to course/program proposals at the scheduled end of November meeting.~~
- ~~6. The Board shall act on the proposals no later than its last meeting in December.~~
- ~~7. The Board reserves the right to make program modifications as are necessary due to enrollment, staffing, facility, fiscal or related reasons. Such modifications may be made outside of the timeline outlined above.~~
5. The Board reserves the right to make program modifications as are necessary due to enrollment, staffing, facility, fiscal or related reasons. Such modifications may be made outside of the timeline outlined above.

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118.01, Wis. Stats.

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Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of SPECIAL OBSERVANCE DAYS
Code	po2221
Status	draft
Adopted	August 22, 2011
Last Revised	October 12, 2020

2221 - **SPECIAL OBSERVANCE DAYS**

In compliance with the Wisconsin School Laws, the Board directs the District Administrator to ensure that the following days, and any additional days proclaimed by the Governor, are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day

April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
Last Friday in April	Arbor Day *except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follette Sr. Day A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
September 11th	
September 16th	Mildred Fish Harnack Day
September 17th	U.S. Constitution Day
September 28th	Frances Willard Day
Wednesday of the third week in September as part of Wonderful Wisconsin Week	
Friday of the 3rd week in September	POW-MIA Recognition Day
Wednesday of the 4th week in September	Bullying Awareness Day

October 9th

Leif Erikson
Day

October 12th

Christopher
Columbus's
Birthday

November 11th

Armistice Day

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118.02, 118.025, Wis. Stats.
14.16,



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 24, 2022

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

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

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

For purposes of this policy, District-sponsored activities are typically those activities in which:

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

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

Such activities, along with competitive extra-curricular activities/athletics, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

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

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

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;

- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours when is functioning as a member of the staff.

All activities which meet the criteria of this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District, provided such use is consistent with other applicable District policies.

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

Students shall be fully informed of the District-sponsored activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-sponsored student group or national organization, such as the National Honor Society, in order to remain a member, they must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 6/25/18

Revised 2/8/21

Revised 8/23/21

T.C. 8/24/22

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Legal 120.12(23), Wis. Stats.
P.L. 98-377



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215 *bn NC
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Adopted	August 22, 2011
Last Revised	August 23, 2021

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

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

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

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

Exceptions

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

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

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

Policy Specific Definitions

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

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

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

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

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

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

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term tobacco products retailer means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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

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

Revised 2/13/12

Revised 10/12/20

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



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Last Revised	August 23, 2021

4215 - **USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF**

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

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

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

Exceptions

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

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

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

Policy Specific Definitions

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

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

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

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

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

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

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. **This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.** "Smoking" also includes carrying or using an activated electronic smoking device.

The term tobacco products retailer means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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

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

Revised 2/13/12

Revised 10/12/20

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



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of ATTENDANCE
Code	po5200 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	April 25, 2022

5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to state law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

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

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence, prolonged absence, and/or repeated unexplained absence and tardiness.

School Attendance Officer

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

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

Excused Absences

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

A. Physical or Mental Condition

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

B. Obtaining Religious Instruction

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

C. Permission of Parent

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

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

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The

principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

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

A. Quarantine

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

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

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

D. Any absences deemed appropriate by the building principal.

Unexcused Absences

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

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District.

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

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request (including e-mail) of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the school attendance officer and/or building principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

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

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

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned

- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1, a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

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

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

Notice of Truancy

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

Notice of Habitual Truancy

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

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

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

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.

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

Referral to the District Attorney

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

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

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

Make-up Course Work and Examinations

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

Excused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

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

B. Habitual Truant

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

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

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Revised 8/12/19
Revised 10/12/20

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Legal

- 7.30(2)(am), Wis. Stats.
- 118.15, Wis. Stats.
- 118.153, Wis. Stats.
- 118.16, Wis. Stats.
- 118.162, Wis. Stats.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	New Policy - Vol. 32, No. 1, Jan. 2023 - PROGRAM OR CURRICULUM MODIFICATIONS
Code	po5250 *bn New Policy- Choices
Status	From Neola

New Policy - Vol. 32, No. 1

5250 – PROGRAM OR CURRICULUM MODIFICATIONS

In accordance with Policy 5200 – Attendance, the Board may excuse a student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma.

Any such request for a program or curriculum modification from the parent, or the student if the parent is notified, shall be in writing.

The Board, or its designee, shall provide a written decision within ninety (90) days to a properly submitted request for a program or curriculum modification. If the request is denied, the reasons for denial shall be included in the written decision. An exception is if the student has been evaluated by an IEP team but not recommended for special education, then the written decision must be provided within thirty (30) days.


[] The Board designates the District Administrator to make decisions for program or curriculum modifications. **[END OF OPTION]**

Any decision made by the Board or its designee regarding a request for a program or curriculum modification may be appealed by the parent to the Board, and the Board shall provide a written decision to the parent.

The request for a program or curriculum modification may include, but is not limited to, the following:

- A. modifications within the student’s current academic program;
- B. a school work training or work study program;
- C. enrollment in any alternative public school or program located in the school district in which the student resides;
- D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides in accordance with applicable State and Federal law;
- E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board, or nonsectarian tutoring provided by the school in which the student is enrolled;
- F. enrollment in any public educational program located outside the School District in which the student resides, which may be pursuant to a contractual agreement between the school districts.

Annually, the District shall notify students and parents of the provisions of this policy. Inclusion of such notification in the student handbook shall satisfy this provision.

[] The District Administrator shall issue an administrative guideline specifying the process for submitting a request for program or curriculum modifications and how such requests shall be handled when received by the District.

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Legal 118.15(1)(d), 118.15(1)(dm), 118.15(1)(e), 118.15(1)(f), Wis. Stats.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	January 26, 2021

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

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

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

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

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~Only those nonprescription~~ **Nonprescription** drugs that are provided by the parent or guardian ~~may be administered if they are supplied~~ in the original manufacturers package which lists the ingredients and **recommended therapeutic** dosage in a legible format ~~may be administered~~. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5530.

No CBD products will be permitted for use at school.

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

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

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

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

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

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

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

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

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

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

The school nurse(s) and/or a registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District or individual schools will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff, in consultation with the District Administrator, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;

F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

G. is published on the District's website or the website of each school.

Revised 3/26/12
Revised 7/23/18
Revised 8/13/18
Revised 10/26/20

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Legal

- 118.29, Wis. Stats.
- 118.291, Wis. Stats.
- 118.292, Wis. Stats.
- 118.2925, Wis. Stats.
- 121.02, Wis. Stats.
- PI 8.01(2)(g)
- Wis. Admin. Code N 6.03
- 2009 Wisconsin Act 160



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of STUDENT ACCIDENTS/ILLNESS/CONCUSSION
Code	po5340 *bn -Choices
Status	draft
Adopted	August 22, 2011
Last Revised	September 26, 2022

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 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.~~ A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare

professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

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.

[-] Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the attending school office.

[-] Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.

[-] Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards.

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 **twelve (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.

Revised 8/12/19

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118.29, 118.293, Wis. Stats.

Book	Policy Manual
Section	5000 Students
Title	PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Active
Adopted	August 22, 2011
Last Revised	April 25, 2022

5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

No student may be promoted from grade four to grade five or from grade eight to grade nine unless the student satisfies the requirements of this policy. Alternatives to meeting the promotion criteria shall be provided for students with special needs (including Limited English Proficient – LEP), abilities, or interests through the District's Individual Educational Programs. In addition, promotion requirements may be adjusted for an identified special education student according to the student's Individualized Educational Program ("IEP").

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with each student's own development.

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency on district established learning objectives to permit him/her to move ahead in the educational program of the next grade.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;

- D. assure that efforts are made to remediate the student's difficulties before the student is retained;
- E. assign to the principal and Director of Teaching and Learning the final responsibility for determining the promotion, placement, or retention of each student.

A. Criteria for Promotion from Grade 4 and Grade 8

~~A student shall be promoted from 4th to 5th grade when the student meets of the following criteria:~~

In order to be promoted from grade four (4) to grade five (5), a student enrolled in the District must satisfy one of the following criteria:

- A. the student's score on the 4th grade examination, unless the student has been excused from taking the examination; Receive a score of "basic" or above on the reading and mathematics sub-tests on the Wisconsin Forward 4th Grade Examination.
- B. the student's academic performance; indicated by a score of "developing" in a majority on district established learning objectives;
- C. recommendations of teachers, which are based solely on the student's academic performance.
- D. additional criteria specified by the Board.

A student shall be promoted from 8th to 9th grade when the student meets one of the following criteria:

- A. the student's score on the 8th grade examination, unless the student has been excused from taking the examination; Student receives a score of "basic" or above on the reading and mathematics sub-tests on the Wisconsin Forward 4th Grade Examination.
- B. the student's academic performance; indicated by a grade point average above a 1.0.
- C. recommendations of teachers, which are based solely on the student's academic performance.
- D. additional criteria specified by the Board.

A student who does not satisfy the promotion criterion to the ninth grade will be reviewed by a committee appointed by the principal:

- A. The team will consider whether the student should be promoted to ninth (9th) grade and the review committee shall consider information pertaining to the criteria established by the District for promotion under this policy. The team will provide a recommendation to the Director of Teaching and Learning for a final promotion decision.

Appeal Process

- A. Any person appealing a decision denying promotion to grade five or grade nine under this policy shall submit a written appeal to the Superintendent within five (5) business days of notification. The person must state in writing the portion of this policy s/he believes was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.
- B. The Superintendent or designee will meet with the parties involved and will issue a written decision within ten (10) business days. If the person appealing the decision feels that the matter has not been satisfactorily resolved, then the appeal shall be made in writing to the Board.
- C. The Board will meet with the parties involved within thirty (30) calendar days and will issue a written decision concerning the appeal within twenty (20) calendar days of the date of meeting with the parties.
- D. A student who is the subject of an appeal of a decision denying graduation and the issuance of a high school diploma will be allowed to participate in the graduation ceremony while an appeal is pending.

Exemptions to Taking State and District Tests

As provided by state and federal laws, students with disabilities or Limited English Proficiency (LEP) may, under unusual circumstances, be exempted from taking all or portions of state and/or District tests. Some of these students may also have an Individualized Educational Plan ("IEP") that provides for accommodations on all or part of these tests. The IEP team shall make the determination as to whether or not a student can reasonably be expected to participate in the testing and what accommodations, if any, are necessary to allow the student to participate in the testing. Accommodations may also be required for students with LEP.

In addition, state law currently permits parents to opt their child out of taking the Wisconsin Forward Exam.

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118.33(6), Wis. Stats.

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Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 24, 2022

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

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

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

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

Exceptions

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

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

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

Policy Specific Definitions

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

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

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

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

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

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. **This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof.** “Smoking” also includes carrying or using an activated electronic smoking device.

The term tobacco products retailer means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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

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

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Revised 8/23/21

T.C. 8/24/22

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



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 23, 2021

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as Protected Classes), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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

Other Violations of the Anti-Harassment Policy

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

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

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) ~~:- Unless expressly stated otherwise, the term "day" or "days" as used in this policy~~ means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) **unless expressly stated otherwise herein.**

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means **individuals, students, and Board employees (i.e., administrators, and professional and classified staff) administrators, teachers, and staff,** as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender 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. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

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

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

"Harassment" also includes "hate speech" **directed against a student**—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/(-) AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a special friend or a special relationship);
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly touchy with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

~~It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and/or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as Anti-Harassment Compliance Officers; hereinafter referred to as the COs).

Jacob Misiak
 Director of Teaching and Learning
 N104W13840 Donges Bay Road

Germantown, WI 53022
262-253-3906
jmisiak@gsdwi.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks, in the School District Annual Report to the public, on the School District's website, and/or on each individual school's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes he/she has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school ~~officials~~ **employees** who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall ~~immediately~~ report the alleged harassment to **one (1) of the Compliance Officer(s)** and the building principal or District Administrator **within two (2) days**.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, ~~each school's building principal shall be advised to~~ **the Board has designated** both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under ~~the~~ age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the ~~compliance officer~~ **Compliance Officer** to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. **In the case of a complaint against the District Administrator the CO will prepare recommendations for the Board President. In the case of a complaint against the Board President the CO will prepare recommendations for the Board Vice-President. ~~or a Board member, the CO will prepare recommendations for~~ the Board the Board Attorney **END OF OPTION** who has ~~They are been designated to serve as the decision-maker for such complaints or will oversee the preparation of such recommendations by a designee.~~ **They are been designated to serve as the decision-maker for such complaints or will oversee the preparation of such recommendations by a designee.** All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.**

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this

policy.

Investigation and Complaint Procedure Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that they have the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or the Wisconsin Equal Rights Division or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

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

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer

should consult the District Administrator prior to any action being taken, **except for complaints against the District Administrator, in which case the Board President should be consulted**. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

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

~~Within~~ **Generally**, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the ~~complainant~~ **Complainant** and informing the ~~complainant~~ **Complainant** of the investigation process. Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.

The investigation **generally** will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a ~~written~~ report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

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

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

~~Absent extenuating circumstances~~ **Generally**, within ~~ten (10)~~ **five (5)** days of receiving the report of the CO **or designee**, the District Administrator, **or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint** either must issue a ~~final~~ **written** decision regarding whether ~~or not the complaint of harassment has been substantiated~~ **has been substantiated** or request further investigation. A copy of the District Administrator's ~~written~~ **final** decision will be delivered to both the Complainant and the Respondent. **The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.**

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten (10)~~ **five (5)** days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

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

~~If the decision of the District Administrator is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 – Bullying.~~

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

~~The~~ **To the extent required by law or permitted by the District, the** parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will ~~make employ~~ **all reasonable efforts to protect the rights of the Complainant, and the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations.** ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law.~~ Confidentiality cannot be guaranteed, however. **Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.** ~~Additionally, the Respondent must be provided the Complainant's identity.~~

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct ~~all members of the School District community and third parties~~ **each person** who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of ~~a harassment~~ **an** investigation is expected not to disclose **to Third Parties** any information that is learned or provided during the course of the investigation.

Directives During Investigation

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

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

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Reprisal

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator ~~will develop a method of discussing this policy with the School District community~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

~~This policy shall be reviewed at least annually for compliance with local, State, and Federal law.~~

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation ~~including~~ **including which may include** but **are** not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 2/22/16

Revised 7/23/18

Revised 8/12/19

Revised 10/12/20

Legal

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 41 Wis. Admin. Code

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

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

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS REVISED by CR 3/15/2023
Code	po5722 *CR
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REPLACEMENT POLICY - VOL. 31, NO. 1

5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, school-sponsored student media shall include both student publications and productions. ~~"Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.~~

~~The following speech is unprotected and prohibited in all school sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school sponsored publications and productions to prevent the publication or performance of unprotected speech.~~

~~School sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with the prior written approval of the building principal.~~

~~All other school sponsored student publications and productions, including classroom and/or other curricular, co-curricular, or extra-curricular/club related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school sponsored student media except those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.~~

~~Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.~~

~~Advertising is permitted in all school sponsored student publications/productions.~~

~~Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and the building principal for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).~~

School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, web logs ('Blogs), video or audio clips, (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), podcasts, social media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology) and other video or audio productions that are recorded for re-broadcast or broadcast in real-time using any available broadcast technology). The Board expressly prohibits the use of social media related to student productions.

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02.

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are invited by the District Administrator or authorized or otherwise permitted by the District Administrator to view a performance or receive directly from the District a publication and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). See Board Policy 9160 – Public Attendance at School Events.

The Board designates all school-sponsored student media as limited-purpose public forums where students can address matters of concern and/or interest to their readers/viewers. All school-sponsored student media may be published/performed outside the school community. The student journalists, content creators and/or performers involved in these publications/productions have the right to determine the content of the student media.

All school-sponsored student media shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and not subject to prior review. Given all student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists, content creators, and performers are expected to establish and enforce standards, for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

As limited-purpose public forums, the student journalists or performers may address matters of concern and/or interest to their readers/viewers. These limited-purpose public forums are not open to the public at large and are not intended to address general matters of public concern. As limited-purpose public forums, school officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication/performance; however, school officials may review the content and reject an article/publication/production due to one of the following four (4) reasons:

- A. where poor grammar or writing is evident;
- B. where a legitimate question of age appropriateness of the material exists;
- C. where matters beyond the limited scope of the forum are included; and/or
- D. where the content involves unprotected speech.

School-sponsored student media may not be published/performed outside the school community, as defined in this policy, except with the prior approval of the building principal.

Advertising is permitted in school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and/or the building principal for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

The publication/production staff shall consider the age-appropriateness of the ads they select.

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

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Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of SEARCH AND SEIZURE
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5771 - **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals/Principal to provide students with written notice of this policy at least annually and that routine inspections be done ~~(-) at least annually~~ (-) at the discretion of the Principal **[END OF OPTIONS]** of all such storage places.

The Board directs that the searches may be conducted by the:

- A. District Administrator,
- B. building principals,
- C. assistant principals,
- D. School Resource Officer,
- E. Athletic Director.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while

participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the ~~principal~~ Principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the ~~principal~~ Principal in the presence of the student and a staff member other than the ~~principal~~ Principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Legal

118.32, Wis. Stats.

118.325 Wis. Stats.

948.50, Wis. Stats.

Wisconsin Const. Art. 1 Section 11

U.S. Constitution, 4th Amendment

118.45, Wis. Stats.

Book	Policy Manual
Section	6000 Finances
Title	FUND BALANCE
Code	po6235
Status	Active
Adopted	August 22, 2011
Last Revised	July 29, 2019

6235 - **FUND BALANCE**

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to minimize or avoid short term borrowing for cash flow purposes.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position whereby the Fund 10 fund balance shall not fall below ~~twelve percent (12%)~~ **seventeen percent (17%)** of the preceding year's Fund 10 expenditures. Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through

constitutional provisions, or by enabling legislation.

- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board discourages the maintenance of unassigned fund balances.

If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

Revised 8/26/11

Revised 1/12/15

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Legal

Government Accounting Standards Board Statement 54

Book	Policy Manual
Section	6000 Finances
Title	PAYMENT OF INVOICES
Code	po6470
Status	Active
Adopted	August 22, 2011
Last Revised	July 29, 2019

6470 - **PAYMENT OF INVOICES**

The Board directs the prompt payment of legitimate invoices by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before payment may be issued.

When an invoice is received, the Business Office shall verify that a check voucher or record of electronic payment is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

Each verified invoice is to be paid within ~~thirty (30)~~ sixty (60) days. Exceptions may occur with Finance Committee approval only.

All payments shall be submitted for Board (Finance Committee) review in the form of a listing that includes the vendor name; the number and amount of the check; and the description of the item.

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Legal

66.0607, 66.0135, Wis. Stats.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 23, 2021

7434 - **USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES**

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

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, **including smoking as defined in this policy**, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

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

Exceptions

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

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

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

Policy Specific Definitions

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

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

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

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

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

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

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term tobacco products retailer means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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

Revised 2/13/12

Revised 7/29/19

Revised 10/12/20

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



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of FACILITY SECURITY
Code	po7440 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	October 12, 2020

7440 - **FACILITY SECURITY**

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. Main office staff must contact the classroom teacher to verify that the visitor is expected.
- D. All visitors are expected to sign out prior to departing the building.
- E. Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if an administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check-in at the main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time, and place of the person's visit to any school facility and must notify the District Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 7/29/19

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Legal 120.13(35), 175.32(2), (3), Wis. Stats.
 301.475, Wis. Stat.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of USE OF SOCIAL MEDIA
Code	po7544 *bn Choice to be made
Status	draft
Adopted	October 26, 2020

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public. Social media is defined in Bylaw 0100 - [Definitions](#).

The District Administrator is charged with designating the District-approved social media platforms/sites.

In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - [Definitions](#)) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

~~**[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1, or 2, or 3.]The district currently has option 3, below. But could now choose new option 2**~~

~~**[] [Option 1]**~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District-approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

[-] Option 2

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

~~[] [Option 32]~~

~~The District uses approved social media platforms/sites as interactive forms of communication and () accepts () invites () welcomes [END OF OPTIONS] public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.~~

~~The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.~~

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media platform, the staff member may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are prohibited from using District technology resources (as defined in Bylaw 0100-Definitions) to access social media for personal use.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are prohibited from using personal communication devices to access social media for personal use during work hours.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405 *bn Choices
Status	draft
Adopted	August 22, 2011
Last Revised	February 8, 2021

8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator ~~shall develop guidelines to provide for IEQ monitoring and maintenance. The following must be included in the plan the District establishes:~~ will implement an IEQ Management Plan (IEQ Plan) and take appropriate measures to adhere to the requirements in the IEQ Plan.

~~The Board () designates the District Administrator ()~~ shall designate an employee [END OF OPTIONS] to serve as the District IEQ Coordinator for the District. The ~~() District Administrator ()~~ designated employee [END OF OPTION] will carry out the responsibilities of the IEQ Plan. [END OF OPTIONAL PARAGRAPH]

A. ~~an employee designated to serve as the IEQ Coordinator for the District;~~

~~Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.~~

B. ~~the following strategies shall be delineated by the IEQ Coordinator in the plan:~~

- ~~1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;~~
- ~~2. a complaint procedure for IEQ concerns of parents, students, or employees;~~
- ~~3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;~~
- ~~4. at least annually review the management plan and provide an update to the Board; and~~
- ~~5. identify additional Board policies governing IEQ issues for consideration.~~

C. ~~provides for training on environmental quality standards for maintenance employees and for the IEQ District coordinator and IEQ school coordinators;~~

~~D. develops a schedule of and standards for routine maintenance of District properties.~~

The District shall provide a copy of the ~~plan implemented~~ District's IEQ Plan to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination

- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for ensuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- Policy 7420 - Hygienic Management
- Policy 7430 - Safety Standards
- Policy 8410 - Crisis Intervention
- Policy 8420 - School Safety
- Policy 8431 - Preparedness for Toxic Hazards
- Policy 8431.01 - Asbestos Management
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens

See also DPI IQ Plan <https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan>.

Revised 10/8/12

Revised 7/29/19

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Legal
 101.11, Wis. Stats.
 29 C.F.R. Part 1910
 101.055,
 118.075, 120.12(5), 121.02(1)(i), Wis. Stats. 118.075, Wis. Stats.
 Wis. Admin. Code SPS 332



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of EPIDEMICS AND PANDEMICS
Code	po8420.01 *bn NC
Status	draft
Adopted	October 26, 2020

8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall ~~establish an Epidemic/Pandemic Response Team ("EPRT") to~~ develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. The Epidemic/Pandemic Plan may be developed in accordance with ~~the plan developed pursuant to~~ Policy 8405 - Environmental Health and Safety Program.

District administration is granted authority to take appropriate action as required in any instance where the District's plan ~~is inadequate~~ ~~or~~ does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should be reviewed annually ~~by the EPRT and updated~~ updated as appropriate.

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Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES
Code	po8450 *bn Choices
Status	draft
Adopted	August 22, 2011
Last Revised	April 25, 2022

8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, ~~(-) health room staff, (-) office staff, (-)~~, ~~[END OF OPTIONS]~~ or the ~~building principal~~ Principal will isolate the student in the building and contact the parents and may choose to send the student home. **[DRAFTING NOTE: State statute specifies that teachers, school nurses, and principals have the authority to send home students exhibiting symptoms suspected of a communicable disease. The District may authorize other staff.]** The staff member shall notify the parent(s) of the student, the Principal, and also contact the ~~Washington Ozaukee Public Health Department.~~ ~~County Health Department to report the incident.~~ ~~The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services~~

The District Administrator is authorized to develop administrative guidelines for the control of communicable disease that include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health Services.

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

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Legal 252.10, 252.19, 252.21, Wis. Stats.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of TRANSPORTATION
Code	po8600 *bn Choices (re-draft bottom paragraphs with included template language)
Status	draft
Adopted	August 22, 2011
Last Revised	September 14, 2015

8600 - **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Services Contracts** for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Services Contracts** shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

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

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

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]

[-] The Board authorizes the District Administrator to install and operate video **(-)** and audio **[END OF OPTION]** cameras surveillance on District buses to enhance student safety and well-being.

(-) Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video **(-)** and audio **[END OF OPTION]** surveillance on all school buses **[END OF OPTION]** ~~S/He shall establish appropriate administrative guidelines for the proper use of the cameras.~~

It is strongly recommended that the District provide notification to parents regarding video **(-)** and audio **[END OF OPTION]** on District buses.

[-] The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. **[END OF OPTION]**

120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

Wis. Admin. Code Trans 300.81

The District Administrator shall establish administrative guidelines to ensure proper implementation of this policy.

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Legal 120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.



Book	Policy Manual
Section	Policies For Board Consideration/Approval
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800 *bn NC
Status	draft
Adopted	August 22, 2011
Last Revised	August 24, 2022

~~8800~~ **RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES**

8800 - **RELIGIOUS AND PATRIOTIC CEREMONIES** **ACTIVITIES** AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the worship center, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, private organizations, or the family. The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

~~The Board acknowledges that it is prohibited from adopting any~~ Students are not prohibited by this policy or rule respecting or promoting an establishment of religion or prohibiting any student from ~~any guideline promulgated pursuant to this policy, from engaging in~~ the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, ~~or on an individual basis in a manner that does not disrupt the educational process.~~

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do

not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.~~

Revised 7/23/18

Revised 10/12/20

Revised 1/26/21

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Legal 118.06(2), Wis. Stats.

20 U.S.C. 4071 et seq.



Book Policy Manual
 Section Policies For Board Consideration/Approval
 Title New Policy - Vol. 32, No. 1, Jan. 2023 - PATRIOTIC ACTIVITIES AND OBSERVANCES
 Code po8802 *bn NEW POLICY- CHOICE
 Status From Neola

New Policy - Vol. 32, No. 1

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student’s objections or those of the student’s parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

[] The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the District Administrator's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

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Legal 118.06, Wis. Stats.