

**Medford Area Public School District
Regular Board of Education Meeting
Medford Area Public School District Office
November 24, 2025**

This meeting will be accessible in person and via livestream at <https://www.medford.k12.wi.us/tv/>

Agenda

Roll Call

Pledge of Allegiance

Open Meeting Law Compliance

Period of Public Comment

Mission: *To ensure that all students learn.*

Vision: *We expect all students to learn at high levels. We will work collaboratively with colleagues, students and parents to challenge and support all individuals to achieve success.*

Please Note: *The order of the agenda may change at the meeting.*

Correspondence

1. MASH Student Council Report
2. Recognitions & Good News
3. Legislative Update
4. Election Notices & Deadlines

Consent Agenda

1. Consideration of:
 - a. Approval of Agenda
 - b. Secretary's Report, approval of the Regular Board of Education Meeting Minutes from October 27, 2025
 - c. Treasurer's Report
 - d. Approval of Personnel Report
 - e. Approval of Charter Amendments for the RVA

Regular Business

1. Recognition of the Taylor County Educator of the Month - Stephanie Stockwell
2. Consideration of Parent Request for Reconsideration of Curriculum Material
3. Review of District Test Scores and State Report Cards
4. Consideration of School Forest Stewardship Plan & Timber Sale Proposal
5. Consideration of Calendars for 2026-27, 27-28, 28-29 & Graduation Date
6. Review of Construction Progress at MASH
7. Update on Finance Meeting
 - a. Consideration of Bank Account for Health Insurance
8. Consideration of Board Policy Adoption and Deletion
 - a. For First Reading: 5111 - 5895: Students and 9130 - 9800.01: Relations
 - b. For Second Reading: RVA IIB: School & Class Size; RVA-JEC: School Admissions; RVA-JECBD: Open Enrollment

Contemplate Adjourning to Closed Session

1. Under Wisconsin Statutes to discuss and take action, if appropriate regarding Administrator Employment, Resignation, and Contract Non-Renewal [pursuant to Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stat. §118.24].

Adjourn

Copies of this agenda were sent to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and posted at the District Office on Thursday, November 13, 2025.

**Medford Area Public School District
Regular Board of Education Meeting
Medford Area Middle School
October 27, 2025**

The regular meeting of the Medford Area Public School District Board of Education was called to order by President Dave Fleegel, on Monday, October 27, 2025 at 6:02 p.m. at the District Office Board Room.

Roll Call

Roll call indicated that Board Members Dave Fleegel, Kurt Werner, Brian Hallgren, Steve Deml, John Zuleger, Heidi Haynes, Corey Dassow, Aemus Balsis and Don Everhard were present. Laura Lundy, District Administrator was present.

Pledge of Allegiance

Correspondence

MASH Student Council Report: Recap of homecoming week and upcoming events

Recognitions & Good News: Our schools shared good news of what has been happening in their buildings recently.

Legislative Update: Current issue is that retired teacher subs have restrictions on the number of days they can work. Assembly Bill 196/Senate Bill 170: Karen Hurd - still working on the bill. Need to put in some restrictions.

Open Meeting Compliance

Dave Fleegel stated, "This meeting has been posted in accordance with the state open meeting law."

Period of Public Comment: None

Consent Agenda

Motion (Zuleger/Werner) to approve the consent agenda: Approval of Agenda; Secretary's Report; Regular Board of Education Meeting Minutes of September 22, 2025; Approval of treasurer's report, personnel reports including the addendum, and approval of student overnight out of state travel. Motion carried.

Regular Business

Update on Construction: Laura Lundy presented on the construction. Corey McVicker has been chosen to work with Miron in the youth apprenticeship program. Laura reviewed the upcoming projects and timelines.

Update on Staff Survey: Laura Lundy presented on the survey that was sent to staff 2 weeks ago. This is part of our strategic goal #6 staff culture and satisfaction. The 2025–2026 Staff Satisfaction Survey gathered feedback from 196 certified, support, and supervisory staff across all district buildings. Overall results show strong collegial relationships and pride in the district, alongside areas for improvement related to workload, behavior management, leadership communication

and visibility.

Update on Finance Meeting:

- a. Consideration of Dental Insurance Review:
Motion from finance to renew with Delta Dental effective 1-1-26 through 12-31-26 as presented. Motion Carried
- b. Health Insurance Update: Audra Brooks presented on health insurance. Informational meetings and letters to go out are scheduled in November. Open enrollment dates will be Nov 3-21 and cards will be sent in December.
- c. Approval of the 2025-2026 Revised Budget and Approval of the Tax Levy: Audra Brooks presented on the 25-26 budget. Motion from finance to approve the tax levy at \$5.99/thousand for a total all fund tax levy of \$9,300,533 for the 2025-26 school year. Motion carried.

Consideration of Board Policy Adoption and Deletion:

- d. For first reading: 4111-4531: Support Staff and 6108-6830: Finances
Laura Lundy presented on board policies for first reading. November 7th at 1:00 p.m. is the next policy meeting.

Contemplate Adjourning to Closed Session: Under Wisconsin Statutes to discuss and take action, if appropriate regarding Administrator Employment, Resignation, and Contract Non-Renewal [pursuant to Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stat. §118.24].

Motion (Balsis/Deml) to adjourn to closed session. Roll Call Vote: Yes, Heidi Haynes, Dave Fleegel, Kurt Werner, Don Everhard, Aemus Balsis, Steve Deml, John Zuleger, Corey Dassow, Brian Hallgren. Motion carried 9-0
The meeting adjourned to closed session at 6:50 p.m.

A short five minute break was taken to clear the board room. Meeting reconvened in closed session at 6:55 p.m.

Adjourn

Motion to adjourn (Dassow/Balsis) Motion carried
The meeting adjourned at 7:54 p.m.

Nicole Gebert
Recording Secretary_____

Steve Deml
Clerk_____

MEDFORD AREA PUBLIC SCHOOL DISTRICT
Regular Board of Education Meeting
November 24, 2025

PERSONNEL REPORT

Resignations/Retirement/Termination:

Jake Dassow – MASH Boys Soccer Assistant Coach effective 10/30/2025

Recommendations for 2025-26 SY:

Transfers for 2025-26 SY:

Natasha Cruz / MAES Special Education Assistant to MAES Special Education Teacher
Salary: \$44,450 + Benefits, prorated for the remainder of the school year (86 days) effective
1/15/2026

Contingencies include enrolling in an education program and obtaining a license with stipulations.

Practicum Students/Student Teachers/Foster Grandparent:

Kellen Heier/Student Teaching/MAMS – Peterson/30 Hours
Cale Schulz/Observing/MASH- Ranum/12 hours October - January
Nevaeh Vedder/Student Teaching/MAES - Rohland/ 108 hours
Gage Stibbe/Practicum Hours/ MAMS- Nowak/ 30 hours
Paige Fleischman / Student Teaching/ MAMS Kohn/ 9/2/25 -1/14/26
Katelyn Malchow / Social Work Intern/ MAES-Weiler/ 8/25/25-12/19/25
August Larson / Student Teaching / MASH – Gasser / 9/2/25 – 1/14/26

* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.

RURAL VIRTUAL ACADEMY
Regular Board of Education Meeting
November 24, 2025

PERSONNEL REPORT

Resignations/Retirement/Termination:

Shari Culver/ RVA Elementary Teacher/ effective 6/30/2026

Amanda Kletti/ RVA Occupational Therapist/ effective 6/30/2026

Recommendations: None

Transfers: None

Transfers for 2026-27 school year:

Hannah Andress/ RVAMS Teacher & Academic Interventionist to RVA Academic Interventionist

Kirsten Jolivette/ RVAES Teacher & Academic Interventionist to RVA Academic Interventionist

Nicole O'Connor/ RVA Academic Interventionist to RVA Academic Interventionist & Coordinator,
Stipend: \$1,400

Practicum Students / Student Teachers: None

* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.

News Release – For Immediate Release
Not Intended as a Paid Announcement

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting
District Office
124 West State Street
Medford, WI 54451

Friday November 7, 2025
1:00 p.m. – 3:00 p.m.

A G E N D A

1. Call to Order / Roll Call
2. Notice of Posting
3. Public Participation
4. Discuss / Review / Edit Policies 5111-5895
5. Discuss / Review / Edit Policies 9130-9800.01
6. Review / Reaffirm any Policy to the Full Board of Education
7. Adjournment

Open Meeting Law Compliance: This notice was sent for posting to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and the District Office on October 29, 2025. **NOTE:** This meeting is open to the public.

The mission of the Medford Area Public School District is to ensure that all students learn.

Policy Committee Meeting Notes

November 7, 2025

The regular meeting of the Medford Area Public School District Policy Committee was called to order by President Aemus Balsis, on Friday, November 7, 2025 at 1:00 p.m. at the District Office Board Room.

Roll Call

Roll call indicated that Board Members Heidi Haynes and Aemus Balsis were present. Laura Lundy, District Administrator was present.

Open Meeting Compliance

Balsis stated, "This meeting has been posted in accordance with the state open meeting law."

1st Reading:

5111 Eligibility of Resident/Nonresident Students

A clerical error was made and fixed. Policy 5111, R. "If the student has been expelled by a public school in another state or by a Wisconsin charter school, [x] the District Administrator ~~the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610.~~ may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion."

5111.01 Homeless Students	OK
5111.02 Educational Opportunity for Military Children	OK
5111.03 Children and Youth in Foster Care	OK
5112 Entrance Age	OK
5113 Open Enrollment Program (Inter-District)	OK
5113.01 Part-Time Open Enrollment	OK
5114 Nonimmigrant Students and Visitor Programs	OK
5120 Assignment within District	OK
5130 Withdrawal/Dropout from School	OK
5136 Personal Communication Devices	OK
5136.01 Technology Resources and other Electronic Equipment	OK
5200 Attendance	OK
5200.01 Full-Time Student	OK

5223 Absences for Religious Instruction	OK
5230 Release of Students to Authorized Persons	OK
5310 Health Services	OK
5320 Immunization	OK
5330 Administration of Medication/Emergency Care	OK
5335 Care of Students with Chronic Health Conditions	OK
5340 Student Accidents/Illness/Concussion & Sudden Cardiac Arrest	OK
5350 Suicide Prevention, Intervention, and Postvention	OK
5410 Promotion, Placement, and Retention	OK
5411 Third Grade Promotion and Retention: At-Risk Students	OK
5421 Grading	OK
5430 Class Rank	OK
5451.01 Wisconsin Academic Excellence Scholarship	OK
5451.02 Technical Excellence Higher Education Scholarships	OK
5460 Graduation Requirements	OK
5460.01 Diploma Deferral	OK
5461 Children At-Risk of not Graduating from High School	OK
5463 Credits from Nonpublic Schools	OK
5500 Student Code of Classroom Conduct	OK
5500.01 Conduct in Virtual Classroom	OK
5505 Academic Honesty	OK
5511 Dress and Appearance	OK
5512 Use of Tobacco and Nicotine by Students	OK
5513 Care of District Property	OK
5516 Student Hazing	OK
5517 Student Anti-Harassment	OK
5517.01 Bullying	OK
5520 Disorderly Conduct	OK
5530 Student use or Possession of Intoxicants, Drugs, or Paraphernalia	OK
5540 Investigations Involving Law Enforcement and other Governmental Agencies	OK
Balsis asked to have the administrative team review the policy for law enforcement investigations to determine if the current procedure matches the new NEOLA policy regarding the contact with an administrator prior to interviewing a student. The current NEOLA policy states that, "If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require law enforcement to investigate within the school and obtain the administrator's approval to interview a student during school hours. The law enforcement officer shall not commence an investigation until such approval is obtained."	
5540.01 Investigations Involving Suspected Child Abuse	OK
5605 Suspension/Expulsion of Students with Disabilities	OK
5610 Suspension and Expulsion	OK

5610.03 Alternatives to Expulsion and Re-Entry Plans OK
Balsis asked that the full board review the idea of adding a "pre-expulsion" policy for certain situations.

5630 Corporal Punishment OK

5630.01 Use of Seclusion and Physical Restraint with Students OK

5720 Student Activism and Expression OK

5722 School-Sponsored Publications and Productions

A clerical error was made and fixed. Policy 5722, Option 3.

[x] ~~OPTION #3~~ OPTION #3

[x] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance."

5730 Equal Access for Nondistrict-Sponsored Student Clubs and Activities OK

5751 School-Age Parents and Married Status of Students OK

5771 Search and Seizure OK

5772 Weapons Prohibited for Students OK

5780 Student/Parent Rights OK

5830 Student Fund-Raising OK

5840 Student Groups OK

5895 Student Employment OK

9130 Public Requests, Suggestions, or Complaints OK

9150 School Visitors OK

9151 Use of Cameras and Other Recording Devices in Locker Rooms OK

9160 Public Attendance at School Events OK

9211 District-Support Organizations OK

9250 Relations with Parents OK

9270 Home-Based, Private, or Tribal Schooling OK

9500 Relations with educational Institutions and Organizations OK

9555 Partnerships with Business OK

9600 Staff/Student Participation in Community Events OK

9700 Relations with Non-School Affiliated Groups OK

9700.01 Advertising and Commercial Activities OK

9800 High School Diplomas to Veterans OK

9800.01 Veterans as Classroom Volunteers OK

Motion to accept policies with recommended changes (Balsis/Haynes) Motion carried.

Adjourn

Motion to adjourn (Balsis/Haynes) Motion carried.

The meeting adjourned at 2:15 p.m.

The next policy meeting is **Monday, December 1, 2025 at 8 a.m.**

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111 (YES)
Status	
Legal	118.51, Wis. Stats. 118.52, Wis. Stats. 120.13(1), Wis. Stats. 121.77, Wis. Stats. 121.78(2)(a), Wis. Stats. 121.81, Wis. Stats. 121.84, Wis. Stats. McKinney-Vento Act (42 U.S.C. 11431, et. seq.) 118.53, Wis. Stats.

5111 - **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

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

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the

Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

- I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements unless a court order specifies a different District of attendance.
- J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.
- K. Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- M. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- N. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- O. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the Board determines there is sufficient space in the classroom.
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. ☒ The District Administrator may choose whether to enroll the student. ~~☐ In the event that the District Administrator intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school district, the enrollment must be approved by the Board. ☐ All requests to enroll received by a student that has been expelled from another Wisconsin public school district must be brought before the Board to approve or deny.~~
2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, ☒ the District Administrator ~~☐ the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610.~~ ☒ may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out-of-state public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, ☒ following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued,

the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.

- a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student, or if the student is a minor, the student's parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.
- b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	HOMELESS STUDENTS
Code	po5111.01 (YES)
Status	From Neola
Legal	42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

5111.01 - **HOMELESS STUDENTS**

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English learners (ELs) (i.e. students with limited English proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;

5. school nutrition programs; and
6. before - and after-school programs.

The District Administrator will appoint a Liaison for Homeless Children who will perform the duties as assigned by the District Administrator. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AC 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State established procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers preschool-age-specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in ~~AG 5111.01, AG 8330, and~~ in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
Code	po5111.02 (YES)
Status	From Neola
Legal	Interstate Compact on Educational Opportunity for Military Children 14.91, Wis. Stats.

5111.02 - **EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

A student whose parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the District Administrator to visit with his/her parent relative to such leave or deployment of the parent. The additional excused absences granted by the District Administrator, to visit with a parent who has returned from deployment, is only required if the return was within the past thirty (30) days.

~~[-] The District Administrator shall maintain administrative guidelines for implementation of this policy which are consistent with the Compact and State law. Such guidelines shall apply to children of military families within the state as well as between member states.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CHILDREN AND YOUTH IN FOSTER CARE
Code	po5111.03 (YES)
Status	From Neola
Legal	45 C.F.R. 1355.20

5111.03 - **CHILDREN AND YOUTH IN FOSTER CARE**

The Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Department of Public Instruction (DPI), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District shall establish safeguards that protect foster care students from discrimination on the basis of their foster care status or other of the recognized Protected Classes (Policy 2260). The District shall regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;
- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District shall remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

The District shall meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District shall identify which students are in foster care and shall collaborate with State and tribal child welfare agencies to provide educational stability for these children and youth. District staff will work closely with child welfare agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. a child/youth in foster care shall remain in his/her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- B. if it is not in the child's best interest to stay in his/her school of origin, the child shall be immediately enrolled in the determined new school even if the child is unable to produce records normally required for enrollment; and
- C. the new (enrolling) school shall immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by DPI and the State or tribal child welfare agencies. The District shall utilize the prescribed process in conjunction with local child welfare agencies in making best interest determinations. Once a determination is made the District shall provide the decision in writing to all relevant parties, in collaboration with the appropriate child welfare agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District shall provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution Process

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the SEA shall be used.

The District's representatives shall collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, the child will remain in his/her school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the child welfare agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved, the child welfare agency will make the final determination.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements shall be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the SEA and the State or tribal child welfare agencies.

Local Point of Contact

The District Administrator shall designate and make public a local point of contact who will perform the duties as assigned by the District Administrator. The point of contact shall serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District shall provide privacy protections for children and families and shall facilitate appropriate data-sharing pertaining to children in foster care between child welfare and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families shall be provided equal access to the educational services for which they are eligible comparable to other students in the District including:

- A. educational services for which the student in foster care meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in career and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs; and
- F. before - and after-school programs.

Transportation Services

The District shall provide transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services shall be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the District shall provide such transportation if 1) the local child welfare agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District shall provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ENTRANCE AGE
Code	po5112 (YES)
Status	From Neola
Legal	118.14, 118.15, 120.12(25), 252.04, Wis. Stats.

5112 - ENTRANCE AGE

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

1. (☒) A child is eligible for entrance into four (4) year old kindergarten if the child attains the age of four (4) on or before September 1st of the school year in which the child is being enrolled and meets the residency requirements.
2. (☒) A child is eligible for five (5) year old kindergarten when the child attains the age of five (5) on or before September 1st of the school year in which the child is being enrolled and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the school year in which the student enrolls. The student must also have completed a kindergarten program or received a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in the prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the Principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision

~~.[NOTE: Items one (1) and two (2) above are required by statute. The law requires that if the principal is to have discretion in first grade enrollment, a provision allowing such discretion must be included in policy. Item three (3) provides principal discretion; however, the District also may draft District specific language that provides discretion for the principal and replace the drafted language in item three (3).]~~

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the Principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the Principal.

[Note: Select one of the following options]

☒ Option #1

The decision of the District Administrator is final.

☐ Option #2

~~The parents of any student denied a waiver by the District Administrator may appeal the decision to the Board by submitting a written request to the District Administrator within ten (10) calendar days of the decision by the Administrator. The District Administrator shall notify the Board President and a meeting shall be scheduled with the parents. The decision of the Board is final.~~

[NOTE: END OF OPTIONS]

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record or a properly submitted waiver on file at the school. Any student who does not have the proper immunization records or appropriate waiver within thirty (30) days of enrollment may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

(☒) Any student, and/or the student's parent(s), who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to **(☒)** four (4) year old kindergarten, **[END OF OPTION]** five (5) year old kindergarten, and first grade.

Application for early admission should be made in writing to the appropriate elementary principal no later than August 1. The August 1 requirement may be waived for persons new to MAPSD; however, no early admissions shall be made after the start of school. Application forms are available at the elementary school offices.

1. A personal interview will be held with the principal to determine the reason(s) the parent(s)/guardian(s) is requesting enrollment of their child prior to legal age
2. The child should participate in early admission evaluation process to determine the appropriateness of further evaluation. If the child exhibits superior test scores, they will be recommended for further individual evaluation. If test scores are not superior, the parent(s)/guardian(s) will be informed of the test scores at a conference. A reconfirming letter will be sent to the parent(s)/guardian(s) after screening. A copy will also be given to the supervisor of special education and the building principal.
3. If the child exhibits superior test scores, an evaluation of the child's potential for success in, and ability to cope with, the school environment shall be required. The individual evaluation shall be conducted by a district school psychologist and any other certified staff assigned by the building principal and/or the special education supervisor. Those assigned to do the evaluation, along with the building principal who shall chair the group, will comprise the evaluation team. The child must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in school. This evaluation will be at no cost to the parent(s)/guardian(s).

After the evaluation has been completed, the evaluation team will meet and make its individual recommendations. If there is not consensus in the recommendations, the building principal will determine if the child is to be accepted for early admission.

4. After the determination has been made, the building principal and the psychologist will convene a conference with the parent(s)/guardian(s). At this conference, the principal and the psychologist will convey the

determination of the evaluation team, the reasons supporting the determination, and possible alternatives for students who are not recommended for early admission. A written communication of the conference, along with the recommendations, will be sent to the parent(s)/guardian(s). A copy will also be given to the supervisor of special education.

5. Parent(s)/guardian(s) may appeal the decision of the evaluation team to the district administrator, who will review the case and render a decision. If the parent(s)/guardian(s) are dissatisfied with the decision of the district administrator, they may appeal to the BOE. The BOE's decision will be final. • A child accepted for early admission must meet all other conditions for enrollment in MAPSD (e.g., immunization requirements).
6. If early admission is granted, the placement will be reviewed after six weeks to see if it is appropriate for the child. The child's parent(s)/guardian(s), classroom teacher and building principal will be involved in the review. If placement is found to be inappropriate at that time, the placement will be modified or denied by the building principal.

~~(-) The District does not allow early entrance to four (4) year old kindergarten.~~

Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think such enrollment will interfere with the education of the other students.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113 (YES)
Status	From Neola
Legal	118.51, Wis. Stats. Wis. Adm. Code Ch. P.I. 36

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

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

[xx] DEFINITIONS

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

A. Nonresident District

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

B. Nonresident Student

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

C. Tuition Student

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

D. Full-Time Enrollment

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

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

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

G. Resident Student

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

H. Absences (Excused and Unexcused)

See Policy 5200 - Attendance.

I. Truancy and Habitual Truancy

See Policy 5200 - Attendance.

J. Part of the School Day

See Policy 5200 - Attendance.

K. Tardiness

See Policy 5200 - Attendance.

[END OF OPTION]**FULL-TIME OPEN ENROLLMENT****A. Annual Space Determinations**

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

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

[x] Option 1

In establishing current enrollment numbers for open enrollment availability purposes, the Board does not guarantee open enrollment approvals to any non-resident students.

[END OF OPTION 1]**[] Option 2**

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

- a. () Students attending the District for whom tuition is paid by written agreement with the resident district under 121.78(1)(a), Wis. Stats.
- b. () All currently attending students.
- c. () All siblings of currently attending students.

[END OF OPTION 2]

[Drafting Note for options b and c: If a nonresident school board's open enrollment policy guarantees approval of currently attending students and siblings of currently attending students, it means that all applications for these students must be approved. If a student with a disability is a currently attending student or a sibling of a currently attending student and the Board guarantees approval of either or both of those groups of students, the Board must approve their

~~open enrollment application, even if the Board has determined that there is no space available in a specific program for students with disabilities, but may be able to deny the application if a particular service required in the student's IEP is not available in the District.]~~

4. If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in its entirety to determine the following:
 - a. whether the District has space available in the special education and related services required in the student's IEP;
 - b. whether the District has special education and related services available as required in the student's IEP.
5. ~~(-) If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district.~~

B. Processing of Open Enrollment Applications

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

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

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

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

1. Specific reason(s) for denial ~~(-)~~ and whether the student has been placed on the waiting list. **[Select only if use of a waiting list is selected below.]**
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

Application of Space Determinations and Random Selection Process

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

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

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.
2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.

3. ~~3.1 The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.~~

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

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

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

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

C. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

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

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

4. Whether the special education program or related services described in the nonresident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the nonresident student has been referred to the nonresident student's resident board under 115.777(1), Wis. Stats. or identified by the nonresident student's resident school board under 115.77(1m) (a), Wis. Stats., but not yet evaluated by an individualized education program team.
7. If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the nonresident may be transferred to their resident school district.
8. If the Board has made a determination that a nonresident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

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

D. Reapplication Procedures

☒ The Board will require accepted nonresident students to reapply under the open enrollment policy when the nonresident student enters ☒ middle school, ☐ junior high school or ☒ high school. A nonresident student may be required to reapply only once. **[END OF OPTION]**

~~☐ The Board will not require accepted nonresident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District. **[END OF OPTION]**~~

E. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

F. Transportation

The parents of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site. ☒ The District will permit a nonresident student to ride District transportation if space is available on a regularly-scheduled bus route. ~~**[END OF OPTION]**~~ The District will provide

transportation for a nonresident student with an identified disability for whom transportation is required by the student's IEP.

~~() The Board may provide transportation to nonresident students from their resident district provided the student's resident district approved. The District Administrator shall develop procedures for implementing this provision.~~

~~{SELECT ONE OF THE OPTIONS BELOW:}~~

~~{OPTION #1}~~

(☒) The Board will permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district. ~~The District Administrator shall develop procedures for implementing this provision.~~

~~{OPTION #2}~~

~~() The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district.~~

~~{END OF OPTIONS}~~

ALTERNATIVE APPLICATION PROCEDURES

The parent of a nonresident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) nonresident school districts. ~~(See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)~~

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

[☒] DELEGATION TO DISTRICT ADMINISTRATOR

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

~~{END OF OPTION}~~

REVIEW AND REVISION OF POLICY

If, in the course of reviewing the Board's Open Enrollment Program, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

General Provisions

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

1. ~~(-) participation in interscholastic athletics~~
2. ~~(-) District transportation services~~
3. ~~(-) transfer of academic credit~~
4. ~~(-) assignment within the District~~
5. ~~(-) payment of fees and other charges~~

Application of Emergency Orders

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

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	PART-TIME OPEN ENROLLMENT
Code	po5113.01 (YES)
Status	From Neola
Legal	118.52, Wis. Stats.

5113.01 - **PART-TIME OPEN ENROLLMENT**

The Board will provide students enrolled in the District ~~(-) including nonresidents enrolled through a whole grade sharing agreement with the student's resident school district~~ **[END OF OPTION]** with the ability to take up to two (2) courses at any given time in a nonresident public school district. Likewise, the Board will consider the enrollment of a nonresident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

Resident Student Applications for Part-Time Open Enrollment

A. General Procedures

The parent of any student enrolled as a resident of the District ~~(-) or a nonresident enrolled through a whole grade sharing agreement with the student's resident school district~~ **[END OF OPTION]** who wishes to attend one (1) or two (2) courses at a nonresident school district under this policy shall make a written application to such nonresident district no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the Board at the same time as the application is made to the nonresident school district.

B. Decisional Criteria for Resident Applications

The Board shall review all applications received under this policy to attend courses at a nonresident school district under the criteria below. Both the nonresident school district of proposed attendance and the Board must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application. One of the following reasons must be the basis for such rejection:

1. *Individualized Education Program (IEP)*. If the Board determines that the proposed course conflicts with the student's IEP, the Board shall reject the course.
2. *Undue Financial Burden*. The Board may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District's economic circumstances, including applicable revenue limits, ability to pay the cost of tuition, and the per student cost of educating all District students.

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one (1) week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

Nonresident Student Applications for Part-Time Open Enrollment

A. General Procedures

The parent of any nonresident student that wishes to attend one (1) or two (2) courses offered by the District shall make a written application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the student's resident School Board at the same time as the application is made to the nonresident School Board.

B. Decisional Criteria

The Board will determine acceptance or rejection of a nonresident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance ~~() may~~ **(x)** shall ~~[END OF OPTION]~~ be given to resident students. Applications from nonresident students that are already accepted into two (2) courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to nonresident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

General Requirements

A. Notice of Intent to Enroll

The parents of the student must notify both the resident school district and the district in which the student has applied for part-time open enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

B. Transportation

By enrolling in a course under this policy either as a resident or nonresident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

C. Tuition for Attendance at Another School District

Tuition costs shall be paid for by the resident school district in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction.

D. Appeal of Rejection

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within thirty (30) days of the decision. The State Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	NONIMMIGRANT STUDENTS AND VISITOR PROGRAMS
Code	po5114 (YES)
Status	From Neola
Legal	8 C.F.R. 214 et seq. 8 U.S.C. 1101 (Immigration Reform and Control Act) 121.84(1)(c), Wis. Stats. Mutual Education and Cultural Exchange Act of 1961, as amended Immigration and Nationality Act 22 C.F.R. 62, Exchange Visitor Program

5114 - **NONIMMIGRANT STUDENTS AND VISITOR PROGRAMS**

The Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having exchange students as members of the student body of this District's high school(s).

An exchange visitor student is a foreign national who has been selected by a sponsor that has been approved by the United States Department of State (USDOS) to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Exchange Visitor Program for Nonimmigrant Students with J-1 Visas

The Board authorizes the District Administrator to consider a request to admit an exchange visitor student who meets the USDOS requirements and applies for admission through a sponsoring organization, and to determine whether or not that student should be accepted.

In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the District Administrator for the placement of an exchange visitor student in any District high school.

After written acceptance of school placement is secured, the sponsoring agency should issue the certificate of eligibility for J-1 Visas to the exchange visitor student who meets the criteria established in Federal law for participation in an EVP.

Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family for each exchange visitor student.

Lastly, pursuant to Federal law, a sponsoring agency can place no more than five (5) exchange visitor students per District high school.

~~[NOTE: The following section is optional. If appropriate, include the following language that will permit a sponsor to place more than five (5) exchange visitor students.]~~

~~[] However, with Board approval, the District Administrator may request, in writing, the placement of more than five (5) students from a sponsoring agency~~

~~[Choose one of the following two options to complete the sentence above.]~~

~~(-) in the high school.~~

~~(-) in a specific high school.~~

~~{END OF OPTION}~~**~~{NOTE: The following section is optional}~~****~~{ } Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas~~**

~~The Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa.~~

~~Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:~~

- ~~A. the student possess sufficient English language proficiency to participate in the high school curriculum;~~
- ~~B. the student's participation does not exceed an academic year;~~
- ~~C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance;~~
- ~~D. the student otherwise maintains his/her lawful temporary immigration status.~~

~~{END OF OPTIONAL SECTION}~~**Other Nonimmigrant Students**

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program at a District school.

~~() or who are not sponsored by the District so they can attend a school in the District as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.~~

All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ASSIGNMENT WITHIN DISTRICT
Code	po5120 (YES)
Status	From Neola

5120 - **ASSIGNMENT WITHIN DISTRICT**

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine

~~() annually~~

(☒) periodically

the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The District Administrator shall

~~() annually~~

(☒) periodically

review existing attendance areas and recommend to the Board such changes as may be justified by:

- A. (☒) considerations of safe student transportation and travel;
- B. (☒) convenience of access to schools;
- C. (☒) financial and administrative efficiency;
- D. ~~() the need to maintain racial or ethnic balance;~~
- E. ~~() the effectiveness of the instructional program;~~
- F. (☒) a wholesome and educationally sound balance of student populations;
- G. ~~() _____.~~

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin.

[☒] The District Administrator may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

- A. (☒) Every effort shall be made to continue a student in the elementary school to which s/he is initially assigned.
- B. (☒) Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

[~~-~~] The District Administrator shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her fullest educational potential.

☒ The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	WITHDRAWAL/DROPOUT FROM SCHOOL
Code	po5130 (YES)
Status	From Neola
Legal	118.15(b-e), Wis. Stats.

5130 - **WITHDRAWAL/DROPOUT FROM SCHOOL**

The Board affirms that, while Wisconsin law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that all students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

When a student wishes to withdraw from school, efforts should be made to determine the underlying reasons for withdraw. District resources should be used, when and as appropriate, to assist students in reaching their career goals and for compliance with compulsory attendance requirements.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to the child's high school graduation or leading to a high school equivalency diploma, consistent with State law.

~~[DRAFTING NOTE: Pursuant to the Department of Public Instruction (DPI), when Districts intend to remove a student from the Student Information System, the District shall have a process developed to officially withdraw a student, as specified in the following section.]~~

The District has established the following procedures for making reasonable attempts to locate or contact students who have lost contact with the District, but not formally withdrawn:

- A. (☒) letter sent home from District;
- B. (☒) school administration initiates phone contact;
- C. (☒) Student Service staff initiates second phone contact;
- D. ~~(☐) parent meeting request letter sent to the home address on file;~~
- E. ~~(☐) home visit conducted by staff and (☐) School Resource Officer;~~
- F. (☒) removal of the student from the Individual Student Enrollment System (ISES) after completion of these steps.

~~[END OF OPTIONS]~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	PERSONAL COMMUNICATION DEVICES
Code	po5136 (YES)
Status	From Neola

5136 - PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

[DRAFTING NOTE: SELECT OPTION A OR OPTION B OR OPTION C OR OPTION D]

OPTION A

~~[] While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours () during after school activities (e.g., extra-curricular activities), () and on school buses or other Board-provided vehicles.~~

~~[] However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. () The use of a PCD to engage in non-education related communications is expressly prohibited.~~

[END OF OPTION A]

OPTION B

~~[] Students may use PCDs before and after school, () during their lunch break, () in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, () during after school activities (e.g., extra-curricular activities), () or at school related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.~~

~~[] () However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. () The use of a PCD to engage in non-education related communications is expressly prohibited.~~

[END OF OPTION B]

OPTION C

[x] In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours, ~~() at after school activities (e.g., extra-curricular activities), and on school buses or other Board-provided vehicles.~~

[x] PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by ~~the classroom teacher or~~ the building principal. (x) The use of a PCD to engage in non-education-related communications is expressly prohibited.

[END OF OPTION C]

OPTION D

~~[] Students may not possess telephone paging devices (e.g., beepers or pagers) on school grounds, at school-sponsored events, and on school buses or other Board-provided vehicles. Students may not use PCDs, during the school day () while on school property, () or during after school activities (e.g. extra-curricular activities).~~

~~When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight.~~

~~[END OF OPTION D]~~

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

~~[IF SCHOOL VEHICLES WAS NOT SELECTED IN OPTION A, INCLUDE THE FOLLOWING: (x)~~ Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles (**x**) or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, (**x**) classroom teacher, or (**x**) sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. **~~[THIS LANGUAGE MAY ALSO BE USED IF OPTION B WAS SELECTED.]~~**

~~During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.~~

~~Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.~~

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. (**x**) Students who violate this provision and/or use a PCD to violate the privacy rights of another person ~~(-) shall~~ (**x**) may have their PCD confiscated and held until (**x**) the end of the school day ~~(-) a parent picks it up,~~ (**x**) and may be directed to delete the audio and/or picture/video file, ~~while the parent is present.~~ If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, (**x**) classrooms, (**x**) gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours (**x**) and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required

to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

☒ Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

☒ Students may use school phones to contact parents during the school day.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT
Code	po5136.01 (YES)
Status	From Neola

5136.01 - **TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100 - Definitions) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

[x] [OPTION #1]

Consequently, the Board will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. Students shall not use ~~() or possess~~ any technology resources and other electronic equipment or devices **during the school day** ~~on school property or at any school-sponsored activity~~ without the permission of **(x)** the principal ~~() the classroom teacher ()~~.

Examples of prohibited devices ~~[INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136 AND THE DEFINITION OF TECHNOLOGY RESOURCES IN BYLAW 0100]~~ include, but are not limited to:

- A. ~~() cameras (photographic and/or video),~~
- B. **(x)** laptops,
- C. **(x)** tablets (e.g., iPad-like devices),
- D. **(x)** smartphones,
- E. **()** e-readers (e.g., Kindle-like devices),
- F. **()** personal digital assistants (PDAs),
- G. **(x)** lasers,
- H. **(x)** laser pens or pointers,
- I. ~~() radios,~~
- J. **(x)** "boom-boxes",
- K. **(x)** **wireless** headphones,
- L. ~~() portable CD/MP3 players,~~
- M. ~~() portable TV's,~~
- N. ~~() electronic games/toys,~~
- O. ~~() pagers/beepers, other paging devices,~~

P. (☒) wearable electronic devices,

Q. () _____.

[END OF OPTION 1]

[] [OPTION 2]

[DRAFTING NOTE: Option 2A restricts use for educational and instructional purposes, while Option 2B permits use during instructional time for educational or instructional purposes only, but permits use during non-instructional time for any use that is consistent with the District's acceptable use policy.]

[] [OPTION 2A]

Students may use the following technology resources and other electronic equipment/devices on school property only for educational or instructional purposes (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision:

[] [OPTION 2B]

Students may use the following technology resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision, and may use these technology resources and other electronic equipment during non-instructional time, provided such use is consistent with the Policy 7540.03—Student Acceptable Use and Safety:

[after selection Option 2A or 2B, delineate approved devices]

- A. (☐) cameras (photographic and/or video),
- B. (☐) laptops,
- C. (☐) tablets (e.g., iPad-like devices),
- D. (☐) smartphones,
- E. (☐) e-readers (e.g., Kindle-like devices),
- F. (☐) personal digital assistants (PDAs),
- G. (☐) portable CD/MP3 players () with headphones,
- H. () _____.

[END OF OPTION 2]

[] [OPTION 3]

Students may use the following technology resources and other electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board () or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the () bus driver, () classroom teacher, () sponsor/advisor/coach, () building principal: **[delineate approved devices]**

- A. (☐) cameras (photographic and/or video),
- B. (☐) laptops,
- C. (☐) tablets (e.g., iPad-like devices),
- D. (☐) smartphones,
- E. (☐) e-readers (e.g., Kindle-like devices),
- F. (☐) personal digital assistants (PDAs),

G. ~~() portable CD/MP3 players with headphones,~~

H. ~~() electronic games/toys,~~

I. ~~() _____,~~

J. ~~() _____.~~

~~Distracting behavior that creates an unsafe environment will not be tolerated.~~

~~{END OF OPTION 3}~~

~~{ } {OPTION 4}~~

~~However, the use of any communication functionally that is a part of or attached to the above approved technology resources and other electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer to peer (ad hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.~~

~~{END OF OPTION 4}~~

~~{ } {OPTION 5}~~

~~The preceding prohibitions do not apply to Board owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.~~

~~{END OF OPTION 5}~~

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using technology resources or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, (☒) classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

☒ If technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology resources or other electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ATTENDANCE
Code	po5200 (YES)
Status	From Neola
Legal	7.30(2)(am), Wis. Stats. 115.28(51), Wis. Stats. 118.15, Wis. Stats. 118.153, Wis. Stats. 118.16, Wis. Stats. 118.162, Wis. Stats. 990.001(4), Wis. Stats.

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.

~~[] For information on summer or interim school attendance, see Policy 2440.01 — Summer or Interim School Attendance.~~

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, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. ☒ single absence;
- B. ☒ prolonged absence;
- C. ~~☐ absence of more than _____ () days duration;~~
- D. ☒ repeated unexplained absence and tardiness; or
- E. ☐ _____.

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. [END OF OPTION]~~
- 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. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent **for up to ten (10) days**. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

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. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework 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. (☐) ~~Work at Home Due to Absence of Parents~~

~~To work at home due to the absence of the student's parents. Absences under this section shall not exceed ____ () days nor be granted to any student younger than ____ () years of age.~~

E. (☐) ~~Severe Weather Conditions~~

~~In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.~~

F. ☒ Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

G. ☐ _____ ~~[other]~~.**Unexcused 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.

~~**[]** The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension. **[END OF OPTIONAL PARAGRAPH]**~~

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.

Tardiness/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. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

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.

[x] 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

(x) written (including e-mail)

(x) personal (phone or face-to-face)

request 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. **[END OF OPTIONAL PARAGRAPH]**

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 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.

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. 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;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

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 Coursework and Examinations

~~[NOTE: How make-up work and course examinations will be dealt with must be in policy.]~~

~~[] OPTION #1~~

~~Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework 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.~~

~~[END OF OPTION #1]~~

[x] OPTION # 2

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework 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.

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 **tests, quizzes and finals** ~~coursework~~ 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 coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework 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.

~~[NOTE: END OF OPTION # 2]~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	FULL-TIME STUDENT
Code	po5200.01 (YES)
Status	From Neola

~~[DRAFTING NOTE: DPI membership audits require a policy on "full-time students" for every district.]~~

5200.01 - FULL-TIME STUDENT

The Board defines a full-time student as

☒ a student enrolled in a Board-approved program in accordance with other statutory required programs and exceptions;

☒ a student enrolled in a District program for a full instructional day;

~~☐ a student enrolled in~~

~~☐ six (6) class periods per day (Grades _____);~~

~~☐ seven (7) class periods per day (Grades _____);~~

~~☐ eight (8) class periods per day (Grades _____);~~

~~☐ unless the student is enrolled in a Board-approved~~

~~☐ Early College Credit Program;~~

~~☐ Start College Now program;~~

~~☐ special education program identified in an IEP;~~

~~☐ modified program authorized for in accordance with Policy 2451—Program or Curriculum Modifications, or~~

~~☐ an alternative education program;~~

☒ a student enrolled as a 5th year senior.

~~☐ _____ [other].~~

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

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ABSENCES FOR RELIGIOUS INSTRUCTION
Code	po5223 (YES)
Status	From Neola
Legal	118.155, Wis. Stats.

5223 - **ABSENCES FOR RELIGIOUS INSTRUCTION**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	RELEASE OF STUDENTS TO AUTHORIZED PERSONS
Code	po5230 (YES)
Status	From Neola

5230 - RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

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 by a parent with authority to do so.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	HEALTH SERVICES
Code	po5310 (YES)
Status	From Neola
Legal	118.25(3)(4), 118.255, Wis. Stats. 20 U.S.C. 1232h

5310 - **HEALTH SERVICES**

The Board of Education may require students to submit to periodic health examinations to:

- A. ☒ protect the school community from the spread of communicable disease;
- B. ☒ determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. ☐ ~~determine that the learning potential of each child is not lessened by a remediable, physical disability.~~

The District shall specify the need for health services which may include, but not be limited to:

- A. ☐ ~~student physical examinations;~~
- B. ☒ athlete physical examinations;
- C. ☒ dental examinations;
- D. ☒ vision screening;
- E. ☒ audiometric screening.
- F. ☐ _____.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate signs of physical health conditions which may be pertinent to the student's ability to fully access the District's programming.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	EMERGENCY NURSING SERVICES/PLAN
Code	po5310.01 (YES)
Status	From Neola
Legal	121.02(1)(g), Wis. Stats. PI 8.01(2)(g)

5310.01 - EMERGENCY NURSING SERVICES/PLAN

To provide for the health and safety of students, the District shall develop an emergency nursing services plan (also known as protocols) (☒) that are incorporated into the District's administrative guidelines ~~[END OF OPTION]~~. This plan shall be in accordance with statutory requirements for the provision of emergency nursing services and shall include the following requirements:

- A. (☒) The school nurse ~~() A registered nurse [END OF OPTIONS]~~ has developed and reviewed all relevant policies providing for the provision of emergency nursing services to students in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board ~~() upon the recommendation of the nurse [END OF OPTION]~~.

Such Board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 5335 - Care of Students with Chronic Health Conditions, Policy 8450 - Control of Casual Contact Communicable Diseases, and Policy 8453 - Direct Contact Communicable Diseases), accidental injury (see Policy 5340 - Student Accidents/Illnesses/Concussion & Sudden Cardiac Arrest), and the administration of medication and emergency care (see Policy 5330 - Administration of Medication/Emergency Care). These Board policies and their respective protocols (☒) and administrative guidelines ~~[END OF OPTION]~~ shall be incorporated into the District's emergency nursing services plan. ~~[DRAFTING NOTE - Please remove reference to any of the above policies that is not in the District's Policy Manual.]~~

- B. The District's emergency nursing services plan (☒) and the District's administrative guidelines ~~[END OF OPTION]~~ shall include specific protocols for dealing with student accidental injury, illness, and administration of medication at all school-sponsored activities, including but not limited to curricular, co-curricular and extra-curricular activities, and a method to record each incident of service provided.

- C. Arrangements shall be made with a licensed physician to serve as medical advisor for the District's emergency nursing services plan.

The (☒) District Administrator ~~() Board [END OF OPTION]~~ shall annually designate the District's medical advisor.

- D. The District shall make emergency nursing services available during the regular school day, including summer or interim school, and during all school-sponsored student activities.

The emergency nursing services plan shall indicate how such services shall be made available by the District during such times. The District may provide for such emergency nursing services through District staff or through outside services such as local emergency response resources.

- E. The District's (☒) emergency nursing services plan ~~() and administrative guidelines [END OF OPTION]~~ shall specify how the District is providing for student emergency information, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy.

- F. The nurse shall review and evaluate the District's emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services.

At any time deemed necessary and appropriate, the nurse shall bring proposed revisions of any policies to the District Administrator, who will review them and forward them to the Board for consideration.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	IMMUNIZATION
Code	po5320 (YES)
Status	From Neola
Legal	120.12(16), 252.04, Wis. Stats. Wis. Adm. Code Chapter DHS 144

5320 - **IMMUNIZATION**

The Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent of any student for whom record of proper immunization or a written waiver is not on file shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and the student's parent, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330 (YES)
Status	From Neola
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

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 a student with disabilities requires medication to benefit from the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Practitioner" shall include any physician, naturopathic doctor, 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 non-narcotic 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.

Administration of Prescription Drug Products by School Staff

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. Such documentation shall be kept on file in the ~~() school office~~ (x) nurse's office ~~() health room~~ **[END OF OPTION]**. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

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 by Administration 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.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the ~~() school office~~ **(x) nurse's office** ~~() health room~~ **[END OF OPTION]**. Substances, that 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~~ **(x)** will not be administered by District staff **[END OF OPTION]**. **(x)** Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. **[END OF OPTION]** **(x)** If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. **[END OF OPTION]** Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Student Possession of Medication

[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]

~~[] Option #1~~

~~Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any 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.).~~ **[END OF OPTION]**

[END OF OPTION #1]

[x] OPTION #2

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any 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.).

High school students may possess and self-administer their own nonprescription medications **(x)** and, with approval, may carry prescription medications **[END OF OPTION]** at school, if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies **(x)** and administrative guidelines **[END OF OPTION]**. ~~() Responsible students in grades K-8 may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.~~ **[END OF OPTION]**

[END OF OPTION #2]

The provisions of this policy are to be viewed together with the Board Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

[x] CBD Products at Schools

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

~~[] OPTION #1~~

~~Lawful, Hemp-derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent documentation.~~

[x] OPTION #2

No CBD products are permitted for use at school or at school-sponsored events.

[END OF OPTIONS FOR CBD PRODUCTS][DRAFTING NOTE: If optional language regarding essential oils has been selected in Policy 5530, make sure the option selected below is consistent.]

[x] Use of Essential Oils

~~[] OPTION #1~~

~~All students wishing to use essential oils in the school must seek prior approval from the () Principal ()~~
~~[END OF OPTION]~~

~~[END OF OPTION #1]~~**[x] OPTION #2**

Students are prohibited from using essential oils at school.

~~[END OF OPTIONS FOR ESSENTIAL OILS]~~**General Provisions**

[x] Parents may administer medication at school or at school-sponsored events. **~~[END OF OPTIONAL PARAGRAPH]~~**

No student is allowed to provide or sell any type of medication to another student. **[x]** Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia. **~~[END OF OPTION]~~**

Any bus driver, staff member or volunteer, authorized in writing by ~~() the Board, (x) the District Administrator, (x) or a principal,~~ **~~[END OF OPTIONS] [DRAFTING NOTE: All three (3) are authorized by statute, but could be limited by the Board.]~~** is immune from liability for their 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.

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

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for 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.

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

(x) The school nurse(s) ~~() A registered nurse~~ **~~[END OF OPTION]~~** 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, consent forms, and the Medications Administration Daily Log(s).

Opioid Antagonist Plan

The District's Emergency Nursing Service Plan shall **~~[OPTION #1] (x)~~** state whether and to what extent the District ~~() or individual schools~~ **~~[END OF OPTION]~~** will retain opioid antagonists **~~[END OF OPTION #1] [OPTION #2] ()~~** provide for District acquisition and maintenance of opioid antagonists **~~[END OF OPTION #2]~~** for use in the event an authorized employee or volunteer observes an apparent overdose. ~~() The District's plan for administration of an opioid antagonist shall be posted on the District's website.~~ **~~[END OF OPTION]~~**

~~(-) OPTION [Note: if the Board adopts this option regarding the provision of epinephrine auto-injectors and staff administration, it must adopt a plan with the approval of a physician before any school nurse or designated personnel can provide to a student or administer epinephrine to a student]~~

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 District Administrator~~ (x) the school nursing staff, in consultation with the District Administrator, ~~[END OF OPTIONS]~~ 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 ~~(-) is made available to any person upon request until such time as the District has website on which it can be published. [NOTE: the plan has to be published on the District or school internet sites unless there is no such site. This option should be selected only if the District does not have a website.]~~

[END OF EPINEPHRINE AUTO-INJECTOR OPTION]

~~(-) OPTION [Drafting Note: if the Board adopts this option regarding the provision of stock bronchodilators and staff administration, it must adopt a plan with the approval of a physician, an advanced practice nurse prescriber, or a physician assistant before any school nurse or designated personnel can provide or administer a bronchodilator to a student]~~

Stock Bronchodilators for School Districts

The Board recognizes that asthma is a leading cause of hospitalization of children and is responsible for many missed school days every year. Accordingly, the Board directs ~~(-) the District Administrator~~ (x) the school nursing staff, in consultation with the District Administrator, ~~[END OF OPTIONS]~~ 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 respiratory distress and to provide or administer bronchodilators accordingly;
- C. delineates the permissible scope of usage to include providing a District-owned bronchodilator to students who have a prescription on file with the school in the event the student is experiencing a respiratory event and/or administering a bronchodilator to such students, and/or administering a bronchodilator to any student or other person, regardless of whether there is a prescription on file, but believes in good faith the person is suffering from

respiratory distress;

- D. is approved by a physician, an advanced practice nurse prescriber, or a physician assistant licensed in the State of Wisconsin;
- E. notes that the school and any school nurse or designated school personnel that provide or administer bronchodilators 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;
- F. is published on the District's website or the website of each school () is made available to any person upon request until such time as the District has a website on which it can be published. **[NOTE: the plan has to be published on the District or school internet sites unless there is no such site. This option should be selected only if the District does not have a website.]**

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335 (YES)
Status	From Neola

5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (Form 2260.01A F13).

Chronic health conditions, for the purposes of this policy, shall include, but not be limited to:

- A. ☒ "peanut" and other food allergies;
- B. ☒ allergies;
- C. ☒ asthma;
- D. ☒ diabetes;
- E. ☒ seizure disorder;
- F. ☒ neuro-muscular disorder; and
- G. ☒ _____.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 - Student Records and Policy 8350 - Confidentiality.

The District will coordinate school health practices for the management of a chronic health condition and shall provide for:

- A. ☒ identification of individuals with chronic health conditions;
- B. ☒ development of Individual Health Plans (IHP) and/or Emergency Action Plans (EAP) as appropriate;
- C. ☒ coordination of health care management activities by school staff;
- D. ☒ communication among school staff who interact with children with chronic health conditions;
- E. ☒ development of protocols to prevent exposure/episodic reactions;
- F. ☒ awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips;
- G. ☒ _____;
- H. ☒ _____.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. ☒ full participation in physical activities when students are well;
- B. ☒ modified activities as indicated by the student's EAP, IHP, 504 plan, or Individualized Education Plan ("IEP");
- C. ☒ access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. ☒ communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;
- E. ☐ _____;
- F. ☐ _____.

Healthcare management activities shall include:

- A. ☒ procedures to obtain, maintain, and utilize written EAP and/or IHP, signed by the child's parents and a physician, for each student with a chronic health condition;
- B. ☒ a standard emergency protocol in place for students experiencing a distress reaction if they do not have a written EAP and/or IHP on-site;
- C. ☐ ~~established communication strategies for students to use to tell an adult they may be having a health-related problem;~~
- D. ☒ procedures for students to have immediate access to medications, in accordance with Policy 5330 - Administration of Medication/Emergency Care and AG 5330 - Administration of Medications, that allow students to self-care and self-administer medications, inhalers, and epinephrine auto-injectors, as prescribed by a medical professional and approved by parents;
- E. ☐ ~~prevention strategies to avoid causal elements;~~
- F. ☒ case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- G. ☒ management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event;
- H. ☐ _____;
- I. ☐ _____.

Staff will be trained about chronic health conditions and their control ☒ at least annually ~~[END OF OPTION]~~ in each school in which there is a student with a chronic health condition.

☒ Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, ☒ at least annually, ~~[END OF OPTION]~~ by a licensed health professional.

☒ The ☒ school nurse ☐ principal ~~[END OF OPTION]~~ shall maintain a copy of the training program and the records of training completed by school employees.

~~[] Administrative guidelines shall provide guidance for the implementation of this policy.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
Code	po5340 (YES)
Status	From Neola
Legal	118.29, 118.293, 118.2935, Wis. Stats.

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

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

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their 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 ~~() District Administrator () business office~~ **(x)** school nurse office **[END OF OPTIONS]** on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with **(x)** Policy 5330 - Administration of Medication/Emergency Care ~~() and AG 5330 - Administration of Medications.~~

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 **(x)** District Administrator ~~() Athletic Director~~ **[END OF OPTION]** 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) then the student's 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 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 or other school officials 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 _____ office.~~

[x] 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 (DPI) and Wisconsin Interscholastic Athletic Association (WIAA):

- 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.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION
Code	po5350 (YES)
Status	From Neola
Legal	115.365, Wis. Stats. (Assistance for Schools for Suicide Prevention Programs) 118.01(2)(d)7, Wis. Stats. (Educational Goals and Expectations) 118.295, Wis. Stats. (Suicide Intervention, Civil Liability Exemption) 895.48(1), Wis. Stats. (Liability Exemption)

5350 - **SUICIDE PREVENTION, INTERVENTION, AND POSTVENTION**

The Board recognizes that suicide is a leading cause of death among youth and must be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the District Administrator shall develop prevention, intervention, and postvention strategies and procedures.

The District Administrator may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention, intervention, and postvention.

(☒) The District's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction shall be incorporated into the health education curriculum in the secondary grades. Such instruction shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

The District Administrator may offer parents education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

Prevention and Instruction

Using the Department of Public Instruction notice, the District Administrator shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The District Administrator shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these materials will: ~~**[Drafting Note – Letters A-D are required by statute]**~~

- A. encourage positive social and emotional development.
- B. teach life skills such as problem-solving and sound decision-making.
- C. provide knowledge of the relationship between youth suicide and the use of alcohol and controlled substances.
- D. promote awareness of the warning signs of suicide, how to respond to potential suicidal persons and available community counseling and mental services.

- E. (☒) stress the importance of safe and healthy choices and coping strategies.
- F. (☒) instruct how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others.
- G. (☒) facilitate help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small group suicide prevention programming for students.

(-) Staff Development

~~Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a school counselor/school psychologist and/or in cooperation with one or more community mental health agencies and must include information on:~~

- A. ~~(-) the role of protective factors with an emphasis on school climate, connectedness, caring staff, and positive student relationships, and building support for these protective factors within staff and community as a positive purpose of suicide prevention.~~
- B. ~~(-) research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors.~~
- C. ~~(-) warning signs that may indicate suicidal intentions include changes in students' appearance, personality, or behavior. Warning signs of this nature should receive particular attention when displayed by an individual in one or more of the following groups:~~
 - 1. ~~Youth bereaved by suicide~~
 - 2. ~~Youth with disabilities, mental illness, or substance abuse~~
 - 3. ~~Homeless youth~~
 - 4. ~~LGBTQ youth~~
 - 5. ~~Youth in the juvenile justice or welfare system~~
 - 6. ~~Native American youth~~
 - 7. ~~Youth on the fringes of mainstream social groups~~
- D. ~~(-) research based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health.~~
- E. ~~(-) school and community resources and services.~~
- F. ~~(-) District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide.~~

~~[] Training will be provided (-) annually (-) regularly [END OF OPTIONS] for all teachers and staff.~~

Suicide Intervention; Civil Liability Exemption

Any School District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability for their acts or omissions in respect to the suicide or attempted suicide.

Postvention

The Board recognizes that the death of a staff member or student, whether by suicide or other means, that affects the entire school and community. In the event of a staff member or student's death, it is critical that the school's response be swift, consistent, and intended to protect the student body and community.

~~[] This policy has related AGs that will help guide this response. Following the AG in the context of any student or staff death will aid in providing for a swift, consistent, and thoughtful approach.~~

Confirming the News and Convening the Education Support Team

Upon receiving news of a student's or employee's death, including an unconfirmed rumor, a staff member must immediately contact the Principal, and/or designee. Contact must be made whether this is during or outside school hours.

The ~~() District Administrator~~ ☒ Principal ~~[END OF OPTIONS]~~ will:

- A. ☒ contact the ☒ District Administrator ~~() Board President~~.
- B. ☒ contact key staff who will comprise the support team; i.e., teaching and classified staff, parents, students, and/or community members.
- C. ☒ compose a potential "shared statement" for students and staff so the same message is disseminated to everyone. This statement should not be read over the intercom but delivered in person by a teacher who has a relationship with the students. This is very important in grades where the deceased student had close connections to his/her classmates.
- D. ~~() compose a potential public statement to notify the community at large what the school is experiencing and that the school is focused on providing support to the students. This may be beneficial in the event that the matter becomes publicly discussed, including on social media.~~
- E. ☒ will convene the educational support team which may include:
 1. ☒ administrators
 2. ☒ Student Services Team school counselor(s)
 3. ~~() school psychologist(s)~~
 4. ~~() social worker(s)~~
 5. ~~() _____~~

In the case of a death by suicide, other concerns such as the prevention of suicide contagion will be taken into account.

Suicide contagion is the process by which suicidal behavior or a suicide completion influences an increase in the suicide risk of others. Identification, modeling, and guilt are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides within a community.

~~() Publication and Distribution~~

~~This policy will be included in age appropriate student handbooks and on the school website.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	PROMOTION, PLACEMENT, AND RETENTION
Code	po5410 (YES - needs AG)
Status	From Neola
Legal	118.33(6), Wis. Stats.

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.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

☒ Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy ~~()~~ and AG 5410 — Promotion, Placement, and Retention **[END OF OPTION]** and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade.

☒ A placement determination is made by the ☒ building administrator ~~[] Student Intervention Team []~~
~~_____ [END OF OPTIONS] with the concurrence of the building administrator. [END OF~~
OPTION]

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. ☒ A retention decision is made by the ☒ building administrator ~~[] Student Intervention Team []~~ **[END OF OPTION]** with the concurrence of the building administrator. **[END OF OPTION]**

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 to permit him/her to move ahead in the educational program of the next grade;
- D. ☒ demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

For consideration of promotion or retention for students from grade three (3) to grade four (4) with respect to reading, see Policy 5411 - Third Grade Promotion and Retention: At-Risk Students.

☒ Following sound principles of child guidance, the Board discourages the skipping of grades. **[END OF OPTION]**

~~[] 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 the final responsibility for determining the promotion, placement, or retention of each student.~~

~~{END OF OPTIONAL SECTION}~~

Promotion from Grade 4 and Grade 8

~~{DRAFTING NOTE: CHOOSE OPTION 1 OR OPTION 2 BELOW. STATE STATUTE REQUIRES A BOARD-APPROVED POLICY SPECIFYING PROMOTION CRITERIA FOR GRADES 4 AND 8.}~~

☒ OPTION 1

Students in grades 4 and 8 will be promoted if they score at least at the "Approaching" level on all of the subtests of the Wisconsin statewide grade 4 or grade 8 assessment, respectively.

If a student scores at the "Developing" level on one or more subtests of the Wisconsin statewide grade 4 or grade 8 assessment, or if the student was excused from taking the assessment, or if the District has not yet received individual student scores for grade 4 or grade 8 students by May 1, then the promotion decision will be based on the student's grade 4 or grade 8 academic performance. ~~A grade 4 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by () a report card grade of _____ or higher in each of the subtest areas (x) a passing grade in each of the subtest areas [END OF OPTION] will be promoted to grade 5. A grade 8 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by () a report card grade of _____ or higher in each of the subtest areas (x) a passing grade in each of the subtest areas [END OF OPTION] will be promoted to grade 9.~~

If a student has not demonstrated satisfactory grade level achievement in the subtest areas as evidenced by a report card grade as indicated above in each of the subtest areas, then the promotion decision will be based on recommendations of teachers which are based solely on the student's academic performance. The Principal will convene a meeting of the child's teacher(s), ~~school counselor~~, Principal, and any others who the Principal believes may contribute to the promotion determination. The assembled promotion team will receive the teacher's recommendation which shall be based on academic indications such as prior classroom, District, and statewide assessment scores, the student's academic progress, portfolio, or any other measures of the student's ability or achievement deemed to be appropriate. After the teacher's recommendation is provided and any further analysis or discussion is considered, the team will either endorse the teacher's decision regarding promotion or make an alternate recommendation to the Principal.

If the promotion team makes an alternate recommendation to the Principal, then the Principal shall make the promotion decision based on the best interests of the child. Contingent conditions (e.g., summer school performance, tutoring, online coursework) may be part of the Principal's promotion decision.

Appeal Process

Any person appealing a decision regarding promotion to grade five or grade nine under this policy shall submit a written appeal to the District Administrator within five (5) business days of notification. The person must state in writing the portion of this policy they believe was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The District Administrator will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the District Administrator is final.

~~{END OF OPTION 1}~~

~~{ } OPTION 2~~

~~{END OF OPTION 2}~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS
Code	po5411 (YES)
Status	From Neola
Legal	118.016(4)(5), Wis. Stats. 118.33(5m)(a), Wis. Stats.

5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2026 ~~[insert date]. [DRAFTING NOTE: This date cannot be later than September 1, 2027 for students entering 4th grade.]~~

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

Definitions

"Personal Reading Plan" means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

"Limited English-Proficient Student" means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

"Completed" - means a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

~~[Drafting Note: While the statute does not require choosing any of the following, however, the statute does require that the District provide criteria in policy regarding the decision-making process.]~~

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. (☒) Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is

in the best interest of the student;

- B. (☒) All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;
- C. (☐) ~~Why the student has not completed their personal reading plan;~~
- D. (☐) ~~Whether or which alternatives to retention can help support the student to achieve reading proficiency;~~
- E. (☐) ~~Any other factor(s) relevant in deciding whether to retain or promote a student;~~
- F. (☐) ~~Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;~~
- G. (☒) Whether the student is eligible for an exception contained under this policy;
- H. (☒) The potential long-term adverse risks of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a

deficiency in reading and was previously retained in 5K, grades one, two, or three;

- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one, two, or three for a total of two (2) years.

Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all **available** supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing containing at least all of the following information to the student's parent in the parent's native language:

- A. the student's score on the reading readiness assessment;
- B. the student's score in each early literacy skill category assessed by the assessment;
- C. the student's percentile rank score on the reading readiness assessment, if available;
- D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;
- E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

- A. a description of the common indicators and characteristics of dyslexia;
- B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

- A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);
- B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	GRADING
Code	po5421 (YES)
Status	From Neola
Legal	Wis. Admin Code PI 9.03(1)(f)

5421 - GRADING

The Board of Education recognizes its responsibility for providing a system of grading / reporting student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading / reporting system should be a reliable system and one that ensures each student's grades / reports signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level PK-12_____.

The Board directs the District Administrator to develop procedures for grading/ reporting in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. (☒) develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. (☒) help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. (☒) provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. (☒) provide for a pass/fail grade in programs where appropriate;
- E. (☐) provide students the opportunity to assess both their own achievements and their areas of difficulty.

~~[] The grading system should not inhibit the professional staff member from learning each student's individual strengths and weaknesses.~~

~~[] The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.~~

[☒] The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled by the (☒) Principal ~~(☐) District Administrator.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CLASS RANK
Code	po5430 (YES)
Status	From Neola
Legal	39.41, 118.58, Wis. Stats. Wis. Admin. Code HEA 9.05

5430 - CLASS RANK

The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships, and the University of Wisconsin Guaranteed Admission Program.

The Board authorizes a system of class ranking, by grade point average, for students following the completion of ☒ grade 11 ~~() grade(s) 11, _____ () grades 9, 10, 11, and 12~~ **[name grade(s) by number. [Note that grade 11 is mandatory for any District operating a high school for eligible students to participate in the University of Wisconsin System's Guaranteed Admission Program.]]**

The District Administrator shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. ~~() a provision for students completing graduation requirements before their class;~~
- B. ☒ a system for fairly averaging makeup courses;
- C. ~~() a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;~~
- D. ☒ whether the GPA will be unweighted or will use weighting for certain classes in recognition of the heavier burden of certain work, classes, courses, etc., and if weighted, a description of the criteria and classes afforded different weight; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship, in addition any high school with fewer than eighty (80) students must use an unweighted average on a 4.0 scale to qualify their students for the Academic Excellence Scholarships.]**
- E. ~~() the subjects, if any, that are excluded from the GPA; [DRAFTING NOTE: The Wisconsin Academic Scholarship Program requires that the highest GPA(s) be determined including all subjects.]~~
- F. ☒ how pass/fail grades are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- G. ☒ how grades from study abroad, alternative, and home schools are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- H. ☒ how grades from another country earned by students are calculated in the GPA. **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**

The class rank for students completing 11th grade shall be based on the GPA calculated pursuant to this policy and shall identify students in the top five percent (5%) and the top ten percent (10%) of the class. Once the class rank is established, the District Administrator shall notify each student ranked in the top ten percent (10%) of their ranking in either the top five percent (5%) or ten percent (10%) of the class and shall note the applicable ranking on the student's transcript as of the completion of grade 11.

Grade point average for purposes of the Wisconsin Academic Scholarship program will be calculated using the determinations made in this policy and in Policy 5451.01 – Wisconsin Academic Excellence Scholarship.

[☒] A system using GPA and other factors may be established by the District Administrator for the purpose of identifying the student(s) afforded cum laude honors. The system may consider GPA, extra-curricular activities, leadership roles, and other factors in determining honors under this section. No criteria may be based on any discriminatory or otherwise unlawful criteria.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP
Code	po5451.01 (YES)
Status	From Neola
Legal	39.41 Wis. Stats

5451.01 - WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Wisconsin's Academic Excellence Scholarship is a State-supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post-high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from ~~() each~~ ☒) the ~~[END OF OPTION]~~ high school with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship.

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;

B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;

C. have achieved senior status and have been in attendance for two (2) consecutive semesters, ~~() including participation in a District recognized foreign exchange program for no more than two (2) semesters, [END OF OPTION]~~ during their

() freshman,

() sophomore,

☒ junior, and

☒ senior year(s);

D. be selected based on the Grade Point Average (GPA) on the student's official transcript as of

☒ the last day of the semester which ended just prior to February 25th. ~~[for schools operating on a semester system]~~

~~() thirty (30) days after the last day of the second trimester. [for schools operating on a trimester system]~~

The grade point average (GPA) computation will be in accord with School Board Policy 5430 - Class Rank. In selecting the scholarship recipient(s) for the Academic Excellence Scholarship,

☒ unweighted grades

☒ and

☒ weighted grades

for seven (7) semesters will be used to compute grade point averages.

Students enrolled under full-time public school Open-Enrollment Program ~~()~~ and the Chapter 220 Program ~~[END OF OPTION]~~ who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. (☒) The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

In the event of a tie involving the GPAs:

A. (☒) the first tie breaker will be the ACT composite score;

The scholar with the highest ACT composite score will be selected.

B. (☒) the second tie breaker will be the highest sub-score on the ACT Test;

A student may select English, mathematics, reading or science to determine the highest sub-score. The next tie breaker will be the second, third and fourth highest sub-scores in that order.

C. (☒) in the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same grade point average as alternates for the scholars or, if there is no remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIPS
Code	po5451.02 (YES)
Status	From Neola
Legal	39.415 Wis. Stats.

5451.02 - TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIPS

Wisconsin's Technical Excellence Higher Education Scholarship is a State-supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients scholarships for post-high school education at eligible technical education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from ~~() each ()~~ **(x)** the ~~[END OF OPTION]~~ high school with the highest levels of proficiency in technical education subjects as scholars eligible to receive a Technical Excellence Higher Education Scholarship.

The following standards must be met to qualify for the Technical Excellence Higher Education Scholarships. The student and alternates must:

A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;

B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;

C. have achieved senior status and have been in attendance for **two** (**2**) consecutive semesters during their

~~() freshman,~~

~~() sophomore,~~

(x) junior, and

(x) senior year(s);

D. be selected based on the highest levels of technical proficiency as of

(x) the last day of the semester which ended just prior to February 25th. ~~[for schools operating on a semester system]~~

~~() thirty (30) days after the last day of the second trimester. [for schools operating on a trimester system]~~

Additional Eligibility Requirements

A. A student must exhibit interest in and planning for a technical career as demonstrated by having an academic and career plan leading to a career in a technical field.

B. A student must also have completed at least one (1) of the following eligibility items.

1. be a CTE Concentrator, which is a high school student who has completed at least three (3) high school CTE courses (career and technical education courses) in program area(s) leading to a degree or diploma in the student's chosen pathway

a. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.

- b. "CTE course" is: a secondary-level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education; such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.
- 2. participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development
- 3. participated in a Technical High School Diploma program as certified by the DPI
- 4. participated in a Career and Technical Training pathway as defined by the DPI
- 5. completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367 (2).
- 6. participated in a Skills Standard Program offered by the Wisconsin Department of Public Instruction (DPI)
- 7. participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA
- 8. completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a Tribal College in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
 - a. Medical College of Wisconsin Summer Enrichment Programs
 - b. UW-Madison's Summer Science Institute at WIScience
 - c. Marquette University's K-12 Engineering Academies
 - d. MSOE summer programs for K-12 students

Selecting Student Nominees

Students will be ranked in technical education, and the top-ranked students will be nominated for the scholarship. The Board will use the following system to rank students for purposes of nominating students for the scholarship.

HEAB's recommended ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience. Under the recommended point system:

- A. One (1) point is given to a student for each credit earned in high school in CTE courses, as defined above.
- B. One (1) point is given to a student for each year of activity in a Career and Technical Student Organization in Wisconsin. For activity in multiple CTSOs, one point is to be given for each year of participation in each CTSO.
- C. For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

In the event of a tie, CTE grades become the tie-breaker. The grades used for this purpose are only those grades earned in CTE courses, not a student's overall grade point. A student's CTE grade point shall be calculated in the same fashion as the overall grade point average.

- A. ☒ The second tiebreaker will be the ACT sub-score of the student's choosing.

A student may select English, mathematics, reading or science to determine the highest sub-score. The next tiebreaker will be the second, third and fourth highest sub-scores in that order.

- B. ☒ In the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same level of proficiency as alternates for the scholars or, if there is no remaining senior with the same level of proficiency, any remaining seniors with the next highest level of proficiency as alternates for the scholars.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	GRADUATION REQUIREMENTS
Code	po5460 (YES)
Status	From Neola
Legal	115.28, 118.30, 118.33, Wis. Stats. Wis. Admin. Code PI 18 - PI 5

5460 - GRADUATION REQUIREMENTS

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

A student must earn twenty-three and three quarters (23.75) credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

~~[DRAFTING NOTE: Review the total number of credit requirements (see above) with the number of elective credits needed for students graduating through 2027 and those graduating in 2028 and beyond. Addition of the Personal Financial Literacy credit (0.5 credits) may prompt changes to the total graduation credits and/or elective credit requirement.]~~

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
Personal Financial Literacy	0.5 credits (Class of 2028 and beyond)
Electives	7 credits
Vocational Education	0.5 Credits
Fine Arts	0.5 Credits
Life Management	0.25 Credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in 115.28(7)(e)1, Wis. Stats.) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

☒ A student must successfully complete the community service requirement in order to receive a high school diploma. **[END OF OPTIONAL PARAGRAPH]**

~~☐ The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. **[END OF OPTIONAL PARAGRAPH]**~~

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, PI 18.03 and PI 18.04.

[DRAFTING NOTE: ANY OF THE FOLLOWING STATUTORY OPTIONS MAY BE INCLUDED IN THIS POLICY.]

~~**[OPTION #1—The State statute permits, but does not require, the Board to allow students to use a physical activity to substitute for a 0.5 credit of physical education with the completion of a 0.5 credit of academic subjects.]**~~

~~**[] Physical Education Credits**~~

~~☐ Students who have participated in interscholastic athletics, () marching band, () cheerleading, or () _____ **[END OF OPTIONS] [additional activities may be added]** for at least _____ **[specify period of involvement required]** as defined in the _____ handbook, while enrolled in grades () nine (9), () ten (10), () eleven (11) and () twelve (12) **[END OF OPTIONS]**, and as documented by the _____ **[athletic director, assistant principal, school counselor, etc.]** () and approved by the principal **[END OF OPTION]**, may be excused from 0.5 credits of the high school physical education requirement, provided they take an additional 0.5 credit in English, social studies, mathematics, science, or health education, at their choosing. **[END OF OPTIONAL PARAGRAPH]**~~

~~☐ The Board may grant, upon a student's request, permission for that student to take an additional 0.5 credit in English, social studies, mathematics, science, or health education towards high school graduation requirements in lieu of 0.5 credits in physical education based on the students' participation in an organized physical activity the Board deems appropriate for this purpose. The student's participation in such organized school activity must meet the stated requirements of the Board in terms of duration of participation and verification of same. **[END OF OPTIONAL PARAGRAPH]**~~

~~**[END OF OPTION #1]**~~

~~**[OPTION #2: The State statute permits, but does not require, the Board to allow students to earn high school graduation credits while enrolled in middle school.]**~~

~~**[] Graduation Credit as a Middle School Student**~~

~~☐ The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.~~

~~Credit may be earned in **(must select one (1) of the following:)** () any subject area meeting the requirements under this policy () any of the core required course areas of English, social studies, mathematics, science, physical education, or health () any course qualifying for credit in an elective area.~~

~~Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received () **[RECOMMENDED]** however the grade and class will not be factored into the students' high school grade point average () and the class will be factored into the students' high school grade point average.~~

~~When classes are held at the high school, appropriate transportation shall be arranged **[CHOOSE ONE]** () by the student's parent () by the middle school principal () by the District **[END OF OPTIONS]** prior to a student being enrolled in an approved course at the high school.~~

~~The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.~~

~~{END OF OPTION #2}~~

~~{OPTION #3 — This option should be selected only if the Board does pass a resolution as required that permits credits to be earned in this fashion. The law then requires that the Board adopt policies and procedures setting forth the criteria.}~~

~~{ } Portfolio Credits~~

~~{ } Board resolution adopted _____ [date of adoption] permits students to earn credit by demonstrating competency or by creating a learning portfolio. If a student meets the criteria established, the course will be listed on the student's high school transcript and be used to meet the requirements for high school graduation.~~

~~A student may not earn more than half (1/2) of the credits required for high school graduation through this process.~~

~~{ } The District Administrator shall develop procedures for how students may qualify for credit under this process.~~

~~{END OF OPTION #3}~~

~~{OPTION #4: The State statute permits, but does not require, a Board to establish an alternative education program that is allowed to have its own graduation requirements as long as those requirements meet the minimum statutory credit requirements.}~~

[x] Alternative Education Diploma

The Board authorizes the District Administrator to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451 - Program or Curriculum Modifications)

The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

~~{END OF OPTION #4}~~

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded

(☒) a diploma (provided the student satisfied the District's high school graduation requirements). (see Policy 5460.01 - Diploma Deferral)

(☒) a certificate of attendance. (see Policy 5460.01 - Diploma Deferral)

[x] GED Option 2 Program (GEDO #2)

An alternate path to a District diploma is the completion of the high school's GED Option 2 program. This program has strict enrollment requirements and allows a student who is at least seventeen (17) years of age to work towards successful completion of the GED testing program. Once the student completes all of the requirements, the student is awarded a District diploma and is eligible to participate in the subsequent graduation ceremony. Participation in this program is contingent upon DPI approval of the District's program and compliance with the requirements of Wis. Admin Code PI 5.

~~{END OF GEDO #2 OPTION~~

~~}~~

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	DIPLOMA DEFERRAL
Code	po5460.01 (YES)
Status	From Neola

5460.01 - **DIPLOMA DEFERRAL**

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

The determination of whether social graduation is recommended for any particular student will be made on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue, or the student and/or his/her parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before s/he is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the District Administrator shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals, Federal and State laws and regulations and Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on his/her IEP transition goals and objectives. The student will also continue to receive services to address his/her transitional, vocational, and/or independent living skills as delineated in his/her IEP. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met.

When the student turns twenty-one (21) during the school year, s/he will be permitted to complete the current school year.

~~{NOTE: School year and school term are synonymous. School term is defined pursuant to 115.001(12), Wis. Stats.}~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461 (YES)
Status	From Neola
Legal	118.153, Wis. Stats. P.I. 25

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained;
- B. two (2) or more years behind their age group in at least one (1) basic skill level (math and/or reading);
- C. habitually truant;
- D. parents;
- E. adjudicated delinquents; and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade.

The District shall identify all children at-risk enrolled in the District. The District shall annually develop a plan describing how the Board will meet the needs of such students. Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

[] [OPTION #1]

The Board uses () a Response to Instruction (RtI) Model () an Equitable Multi-Level System of Supports (EMLSS) Model **[END OF OPTION]** that is designed as a continuum for Literacy, Mathematics, and Behavior. () RtI () EMLSS **[END OF OPTIONS]** is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners and special education student needs;
- B. a balanced assessment system;

C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of a course or subject area they are enrolled in through systemic practices of ☒ RtI ~~☐ EMLSS~~. Student capabilities will be identified for ☒ RtI ~~☐ EMLSS~~ **[END OF OPTIONS]** using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain ☒ a RtI Continuum ~~☐ an EMLSS Framework~~ **[END OF OPTION]** and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

[END OF OPTION]

[] [OPTION #2] [DISTRICT-SPECIFIC]

~~The Board directs the District Administrator to establish a District specific plan that meets the following criteria: _____.~~

[END OF OPTION]

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. ☒ An annual report concerning "children-at-risk" shall be made to the Board. **[END OF OPTION] [DRAFTING NOTE: An annual report shall be made if the Board applied for aid pursuant to 118.153, Wis. Stats.]**

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CREDITS FROM NONPUBLIC SCHOOLS
Code	po5463 (YES)
Status	From Neola
Legal	P.I. 18, Wis. Adm. Code

5463 - CREDITS FROM NONPUBLIC SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board establishes the following policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools.

For credit or coursework to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Recognition of credits or coursework shall be granted when the proper assurance and the student's transcript has been received.

Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

Grades in courses from nonpublic schools, other than home-based schools, that have been accepted for credit ☒ will be entered ~~() will not be entered () will be entered as Pass/Fail [END OF OPTION]~~ on the student's transcript. Such grades ☒ will ~~() will not [END OF OPTION]~~ be considered for grade point average and class ranking.

☒ Credits and grades from home-based schools shall follow the provisions set forth in AG 9270 – Home-Based Private Education Students.

The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the academic proficiencies which are prerequisite to a placement.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500 (YES)
Status	From Neola
Legal	175.32, Wis. Stats. 118.13, Wis. Stats. 118.164, Wis. Stats. 120.13, Wis. Stats. Wis. Admin. Code P.I. 9.03 Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. Section 794, Rehabilitation Act of 1973 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

5500 - **STUDENT CODE OF CLASSROOM CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. (x) In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that reason consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board

~~(x) annually.~~

(☒) periodically.

☒ Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff must still report such threats as described in Policy 8462.01 - Threats of Violence.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CONDUCT IN VIRTUAL CLASSROOM
Code	po5500.01 (YES)
Status	From Neola

5500.01 – **CONDUCT IN VIRTUAL CLASSROOM**

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. ~~This includes, but is not limited to, the following prohibited behaviors:~~

- A. ~~(-) Use or display of a weapon;~~
- B. ~~(-) Use or display of tobacco or related products such as electronic/vaping instruments;~~
- C. ~~(-) Use or display of alcohol or illegal drugs;~~
- D. ~~(-) Dress or attire in violation of the student dress code;~~
- E. ~~(-) Language or gestures in violation of the student code of conduct;~~
- F. ~~(-) Display, including as a background, of images or artifacts in violation of nondiscrimination policies or otherwise inappropriate;~~
- G. ~~(-) Use of cell phones unless authorized by the teacher as part of class activities, including use of cell phone or any other recording device to record or photograph class;~~
- H. ~~(-) Leaving the virtual classroom during class without the teacher's permission;~~
- I. ~~(-) _____;~~
- J. ~~(-) _____;~~
- K. ~~(-) _____.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ACADEMIC HONESTY
Code	po5505 (YES)
Status	From Neola
Legal	118.01, 118.164, 120.12, Wis. Stats.

5505 – **ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.
- O. 

P. (↔)

[x] Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (x) (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

[x] All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. (↔) Such education shall reference this Board policy. **[END OF OPTIONAL PARAGRAPH]**

Students who violate this policy are subject to disciplinary consequences.

[x] Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy (x) at the high school level **[END OF OPTION]** will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the (x) District Administrator (↔) **[END OF OPTION]** whose decision shall be final.

~~[] A summary of this policy shall be included in the Student Handbook and the Employee Handbook.~~

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	DRESS AND APPEARANCE
Code	po5511 (YES)
Status	From Neola
Legal	120.13(1), Wis. Stats.

5511 - **DRESS AND APPEARANCE**

The Board recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

- A. ☒ present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. ☒ interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. ☒ cause excessive wear or damage to school property;
- D. ☒ prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and appearance within the building or at school-sponsored events or activities;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. obscenity;
- B. language or depictions intended to incite violence or foment hatred of others.

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

~~[] Development of () Dress Code () Uniform Requirements~~

~~Each school shall engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building specific dress expectations. The development of the dress code shall be completed using the following guidelines:~~

~~A. () invite the participation of~~

~~() staff~~

~~() parents~~

~~() students~~

~~in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;~~

~~B. () instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;~~

~~C. () ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.~~

[x] Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

[x] If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512 (YES)
Status	From Neola
Legal	111.321, Wis. Stats. 120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq. 20 U.S.C. 7182

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. ~~[END OF OPTION]~~

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/Emergency Care.

(☒) 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. Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.

~~[] Response to Policy Violations~~

~~[] Separate from disciplinary sanctions imposed for violations of this policy, the District shall address violations of this policy by students with the application of supportive disciplinary practices designed to promote recovery and reduction of tobacco and nicotine addictions and dependence. () See AG 5512 – Use of Tobacco and Nicotine by Students.~~

~~[] The District recognizes the use of in-school or out-of-school suspension for tobacco and nicotine addiction increases the likelihood of negative educational outcomes, and thereby () prohibits () discourages [END OF OPTION] exclusionary practices for students who violated this policy, including suspension and expulsion. () The participation in extra-curricular activities may not be withheld from the student unless required by outside organizations (i.e., WIAA sanctions minimum suspension 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 a 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 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 “supportive disciplinary practices” means disciplinary practices that incorporate opportunities for students to understand the root causes of their behavior, develop positive coping strategies, and support efforts to cease the problematic conduct.~~

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

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.

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CARE OF DISTRICT PROPERTY
Code	po5513 (YES)
Status	From Neola
Legal	120.13, Wis. Stats.

5513 - CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also, their parents shall be financially liable for such damage to the extent of the law (☒) except that students over eighteen (18) years of age or older shall be liable for damage they cause ~~END OF OPTION~~.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. (See Policy 6152 - Student Fees, Fines, and Charges.)

☒ The District Administrator may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. Any such referral shall be consistent with Policy 5540 - The Schools and Governmental Agencies.

~~☐ The District Administrator shall develop administrative guidelines to implement this policy.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT HAZING
Code	po5516 (YES)
Status	From Neola
Legal	118.13, Wis. Stats. 120.13, Wis. Stats 948.51, Wis. Stats P.I. 9, Wis. Admin. Code P.I. 41, Wis. Admin. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1415 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 1983 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000d et seq. 34 C.F.R. Sec. 300.600-300.662 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

5516 - STUDENT HAZING

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with the administration.
- B. Determine if any potential criminal activity has occurred and if so contact law enforcement immediately.

- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, or information surfaces in that regard, the administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline, Policy 3140 - Non-renewal, Resignation, and Termination, Policy 4140 - Termination and Resignation, or Policy 4139 – Staff Discipline).

~~[] The District Administrator shall distribute this policy to all students and District employees, and shall incorporate it into the building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT ANTI-HARASSMENT
Code	po5517 (YES) ADD CO's
Status	
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

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).

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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 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 complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - 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 by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - 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) 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, 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, 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 [END OF OPTION]~~ - 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 by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - 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 their person or damage to their 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.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/~~(C) 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:~~

- a. ~~()~~ _____
- b. ~~()~~ _____
- c. ~~()~~ _____

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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, 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.

~~[] In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.~~

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").

~~[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinators. Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer, as appropriate.]~~

Joseph Greget _____
(Name)

Director of Special Education & Student Services _____
(School District Title)

715-748-2316 ext. 3324 _____
(Telephone Number)

1065 W. Broadway Medford WI 54451 _____
(Office Address)

gregejo@medford.k12.wi.us _____
(E-mail Address)

Elizabeth Rachu _____
(Name)

Director of Curriculum & Instruction _____
(School District Title)

715-748-4620 ext. 5525 _____
(Telephone Number)

124 W State St Medford WI 54451 _____
(Office Address)

rachuel@medford.k12.wi.us _____
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. ~~() in the parent and staff handbooks.~~
- C. ~~() in the School District Annual Report to the public.~~
- D. ~~() on each individual school's website.~~
- E. ~~() in the School District's calendar.~~
- F. ~~() _____.~~

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 they have 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 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 report the alleged harassment to one (1) of the Compliance Officer(s) (☒) and the building principal or District Administrator ~~[END OF OPTION]~~ 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, 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 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 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 ☒ **Option 1** the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~END OF OPTION 1 [] Option 2 the District Administrator will designate a specific individual to conduct the process~~

~~necessary for an informal or formal investigation. [END OF OPTION 2]~~ 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 or a Board member, the CO will prepare recommendations for ~~the~~ [x] the Board Attorney ~~[END OF OPTION]~~ who has been designated to serve as the decision-maker for such complaints. 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.

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 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.

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 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 (☒) Principal (☐) ~~District Administrator~~ ~~[END OF OPTION]~~ 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.

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 and informing the Complainant of the investigation process.

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 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.

Generally, within 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 written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. 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 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 they 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.

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.

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 employ all reasonable efforts to protect the rights of the Complainant, 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. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

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 each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of 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 may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - Garrity Warning)

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.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

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 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;
 - 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; **~~[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~**
- ~~[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~**
- Q. ~~(-) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
 - R. ~~(-) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
 - S. ~~(-) copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;~~
 - T. ~~(-) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.~~

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

The information, documents, ESI, and electronic media (as defined in Policy 8315 - 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.

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	BULLYING
Code	po5517.01 (YES)
Status	From Neola
Legal	118.46, Wis. Stats.

5517.01 - BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

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

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

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

Cyberbullying includes, but is not limited to, the following:

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

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

"Staff" includes all school employees and Board members.

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

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

Complaint Procedures

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

Complaints against a Board member shall be filed with ~~() the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President () another Board member () the District Administrator~~ **(x)** either another Board member or with the District Administrator depending on the complainant's preference **[END OF OPTIONS]**, who is authorized to contact District legal counsel for assistance in handling the complaint.

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

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

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

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

If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws, the Principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

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

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

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

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

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

Retaliation/False Reports

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

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

Privacy/Confidentiality

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

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

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

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

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

~~**[DRAFTING NOTE: An annual summary report is not required by statute, however, this provision was included in the initial model bullying policy that the Department of Public Instruction (DPI) was required to develop by law. If your District does not provide this report annually to the Board, do not include this language.]**~~

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

Education and Training

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

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	DISORDERLY CONDUCT
Code	po5520 (YES)
Status	From Neola

5520 - **DISORDERLY CONDUCT**

The Board recognizes the right of each student to attend school for the purpose of receiving an education. Students involved in the disruption of the educational program of the schools by disorder or any other purposeful activity may be subject to disciplinary consequences, including, but not limited to, suspension and expulsion.

[x] For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of its program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

~~**[]** The District Administrator shall develop administrative guidelines for the implementation of this policy.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA
Code	po5530 (YES)
Status	From Neola
Legal	118.01(2)(d), Wis. Stats. 118.24(2)(f), Wis. Stats. 118.257, Wis. Stats. 125.09(2), Wis. Stats. Drug-Free Schools and Communities Act of 1986 as amended 20 U.S.C. 3171 et seq. 20 U.S.C. 3224A

5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

~~[] As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.~~

For purposes of this policy, "drugs" shall mean:

- A. ☒ all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. ☒ all derivatives of hemp, except CBD products permitted by the school ☐ (see Policy 5330 - Administration of Medication/Emergency Care);

This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. ☒ all chemicals which release toxic vapors;
- D. ☒ all alcoholic beverages;
- E. ☒ any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. ☒ "look-alikes";
- G. ~~☐ essential oils and oil like products that may be mistaken for a drug ☐ (see Policy 5330 - Administration of Medication/Emergency Care);~~
- H. ~~☐ anabolic steroids;~~
- I. ☒ any misuse of over-the-counter drugs or medications;
- J. ☒ any other illegal substance so designated and prohibited by law;

- K. (☒) any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	INVESTIGATIONS INVOLVING LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENCIES
Code	po5540 (YES)
Status	From Neola
Legal	118.257, Wis. Stats. 120.13(35), Wis. Stats. 175.32, Wis. Stats.

5540 - **INVESTIGATIONS INVOLVING LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

[x] The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable.

When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the administrator's school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of 48.981, Wis. Stats., in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or the student's parent requests that the school official not be present. The student may request other representation such as legal counsel. If a

student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the law enforcement agency. The administrator shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. A decision whether to take a student into custody is the decision of the law enforcement officer.

3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search, and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Law enforcement officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved, or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require law enforcement to investigate within the school and obtain the administrator's approval to interview a student during school hours. The law enforcement officer shall not commence an investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. (☒) Accordingly, the administrator shall do the following:
 - a. (☒) require the law enforcement officer to sign in upon arrival ~~at the school and complete a form stating the reasons why questioning may not wait until after school hours. If the officer indicates it is a confidential investigation, officials shall allow access;~~
 - b. (☐) ~~request that law enforcement arrive at school inconspicuously (e.g., dressed in plain clothes and driving undercover vehicle);~~
 - c. (☐) ~~request that every attempt be made to schedule questioning during a time the student is not in class;~~
 - d. (☒) request that the student be pulled out of class by a school administrator, rather than a law enforcement officer, if necessary;
 - e. (☐) ~~notify the law enforcement officer that the school official will be attempting to contact the student's parent prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.~~
4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then: 1) contact the student's parent if the student is a minor; and 2) contact the District Administrator. This process shall be followed unless the law enforcement official states that the official has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

~~[-] The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies. **[END OF OPTION]**~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE
Code	po5540.01 (YES)
Status	From Neola
Legal	48.981, Wis. Stats.

5540.01 - **INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE**

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student with whom the law enforcement officer or social services agent determines s/he must speak.

Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration may notify the student's parents after being advised by the agency conducting the investigation that parental contact will not impede their investigation. In some instances, such investigations may involve allegations against the student's parent(s), and the investigating agency may instruct the administration not to contact the parents unless and until they are authorized to do so by the investigating agency. The administration shall cooperate with such a request.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released, and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES
Code	po5605 (YES)
Status	From Neola
Legal	20 U.S.C. Section 1401 et seq. Section 504, 1973 Rehab. Act Chapter 115, Wis. Stats. Section 120.13(1)

5605 - **SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES**

In matters relating to the disciplining of students with disabilities, the Board shall abide by Federal and State laws.

~~The District Administrator shall () establish administrative guidelines and [END OF OPTION] provide the laws are properly implemented when disciplining any student with disabilities.~~

~~[] See AG 5605 — Disciplining Students with Disabilities and AG 5605A — Disciplining a 504 Student.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SUSPENSION AND EXPULSION
Code	po5610 (YES)
Status	From Neola
Legal	119.25, Wis. Stats. 120.13, Wis. Stats. 18 U.S.C. 921(a)(3) 20 U.S.C. 7151 42 U.S.C. 11431 et seq.

5610 - SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules. ~~(-) The Board supports utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below. [END OF OPTION]~~

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, any principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days. **(x)** Students identified with a disability may be suspended in accordance with AG 5605 - Disciplining Students with Disabilities. ~~[END OF OPTION]~~

The suspension must be reasonably justified based upon the grounds authorized under 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

The District Administrator, any principal, or a teacher designated by the District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The District Administrator or designee shall make a finding within fifteen (15) days of the conference.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

~~[] ADMINISTRATIVE GUIDELINES~~

~~The District Administrator shall develop administrative guidelines to implement this policy, which shall include, at a minimum:~~

- ~~A. () strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;~~
- ~~B. () procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;~~
- ~~C. () provision for completing school work when appropriate;~~
- ~~D. () reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.~~

~~[END OF ADMINISTRATIVE GUIDELINES OPTION]~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS
Code	po5610.03 (YES)
Status	
Legal	120.13(1)(e), Wis. Stats.

5610.03 - **ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS**

Pre-Expulsion Conference

In lieu of taking certain disciplinary cases to an expulsion hearing before the Board, the District Administrator may conduct a pre-expulsion conference with the student and parent. The meeting will be scheduled during the student's initial suspension. Participation in this process to avoid an expulsion hearing is voluntary. If the student and the parent of a minor student refuse to participate, the District Administrator may instead move forward with the expulsion hearing.

Disciplinary cases that may be taken to a pre-expulsion conference include the following:

- A. ☒ being under the influence, or in possession of alcohol as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- B. ~~☐ being under the influence, or in possession of small amounts of marijuana or any other illegal drug as a first time offender while on school premises, while in any Board owned or contracted vehicle, or at school sponsored activities;~~
- C. ~~☐ being in the possession of drug paraphernalia (as defined by local, State, and Federal statutes) as a first time offender while on school premises, while in any Board owned or contracted vehicle, or at school sponsored activities;~~
- D. ☒ repeated refusal to obey Board Policy or school rules;
- E. ☒ other conduct that meets the criteria for potential expulsion, but which the administration believes is appropriately addressed through a pre-expulsion process and appropriate re-entry plan.

Conduct specified above may still, at the discretion of the District Administrator, be referred to the Board for an expulsion hearing without providing for the option of pre-expulsion procedures described in this policy.

If a pre-expulsion conference is held, the conference shall be scheduled by the administration for the purpose of exchanging facts related to the incident, ensuring the rights of the student and parent, making a decision concerning the incident, and establishing a re-entry plan for the student in lieu of expulsion. The pre-expulsion conference, conducted by the District Administrator, will include the following:

- A. a presentation by the building administrator outlining the school rule violations and evidence supporting the allegations;
- B. an opportunity for the student and/or parent to present testimony on their behalf;
- C. a review of the stipulations of the facts of the incident;
- D. a discussion to determine the willingness on the part of the student and parent to accept a voluntary opportunity to avoid expulsion; and
- E. an agreement by the student and parent, if the student is less than eighteen (18) years of age, to complete a re-entry plan.

Re-entry Plan

For any student who participates in this expulsion alternative process, the District Administrator, in collaboration with appropriate administrators and professional staff, shall create a plan for the student for re-entry to school. The plan shall be designed to address behavioral concerns involved in the circumstances and to provide support to the student to mitigate the likelihood of similar conduct recurring. The plan may include the following requirements:

- A. require the student to undertake an alcohol or other drug assessment that must include a urine drug screen, a comprehensive drug/alcohol history, a review of specific adverse consequences resulting from use, full student and parent cooperation with the Board, including the release of information regarding this assessment to the building principal. The student/parent will assume full cost of this drug assessment and subsequent treatment, if recommended;
- B. demonstrate compliance with alcohol and other drug assessment recommendations;
- C. attend an alcohol or other drug class at the expense of the student and or parent;
- D. submit to mandatory, unannounced drug screens as requested by the Principal with the student/parent assuming the cost and presenting the evidence of the screen to the Principal;
- E. participation in mentorship programs;
- F. participation in extra-curricular activity;
- G. participation in community service;
- H. participation in appropriate counseling (ex. anger management/conflict resolution);
- I. restitution;
- J. attendance of all classes;
- K. following all school rules;
- L. restrictions on hall pass and/or parking lot privileges;
- M. refrain from engaging in similar behavior for the remainder of the student's enrollment in the District; and/or
- N. other provisions specific to the student that are designed to achieve the purpose of the plan.

The conditions and timeframe for these conditions will be included in the plan of re-entry. The student and parent of a minor student will be required to sign the plan at the pre-expulsion conference, signifying their willingness to agree to the stipulations and conditions of the agreement.

If at any time during re-entry period, the parent and/or student choose not to fully participate with all aspects of the re-entry plan, as presented in the pre-expulsion meeting conference, the District Administrator may proceed with an expulsion hearing before the Board. The Board will issue an expulsion hearing notice extending the student's suspension not to exceed a total of fifteen (15) school days as permitted by Wisconsin law.

Any record of the pre-expulsion conference and conditions will be expunged from the student's behavior record if the student does not violate the conditions of the entry plan during the specified time of re-entry. Should there be a records request from another district before the end of the re-entry period, the record of the pre-expulsion conference and re-entry plan and conditions will be included in the behavior record.

Students with Disabilities

A manifestation determination review will be conducted in accordance with Board Policy 5605 - Suspension/Expulsion of Students with Disabilities before offering and implementing a re-entry plan in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

If a student with a disability and parent(s) choose not to avail themselves of the option outlined in the re-entry plan, the Board will proceed with the expulsion process, in accordance with procedures laid out in IDEA and Board Policy 5605 - Suspension/Expulsion of Students with Disabilities.

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	CORPORAL PUNISHMENT
Code	po5630 (YES)
Status	From Neola
Legal	118.305, Wis. Stats. 118.31, Wis. Stats.

5630 - **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. In accordance with State law, corporal punishment shall not be permitted.

No official, employee, or agent of the Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Officials, employees, or agents of the Board may use:

- A. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others under 939.48, Wis. Stats.;
- D. reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;
- E. reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats., or from school-related activities;
- F. reasonable and necessary force to prevent a student from inflicting harm on himself/herself;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact designed to maintain order and control.

If any official, employee, or agent of the Board intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

The corporal punishment policy and statute shall be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

~~[] The District Administrator shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.~~

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS
Code	po5630.01 (YES)
Status	From Neola
Legal	Individuals with Disabilities Education Act, as amended Chapter 115 and 118 (115.787 and 118.305), Wis. Stats.

5630.01 - **USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS**

It is the policy of the Board to permit the use of seclusion and physical restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others, and it is the least restrictive intervention feasible.
- B. The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
- C. A covered individual maintains constant supervision of the student.
- D. The seclusion room or area is free of objects or fixtures that may injure the student.
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked or has a lock on it.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention feasible.

- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint.
- D. None of the following maneuvers or techniques are used:
 1. those that do not give adequate attention and care to protecting the student's head
 2. those that cause chest compression
 3. those that place pressure or weight on the student's neck or throat
 4. those that constitute corporal punishment as defined in 118.31(1), Wis. Stats.
 5. those that place the student in a prone position

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

- A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;
- B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint with or on a student, the Principal shall notify the student's parent as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

[x] Written notification to the parent and documentation to the student official school record shall include the following:

- A. the name of the student;
- B. name of the staff member(s), any law enforcement officers present for and/or administering the seclusion or physical restraint;
- C. date of the seclusion or physical restraint and the time that the seclusion or physical restraint began and ended;
- D. location of the seclusion or physical restraint;
- E. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to seclusion or physical restraint that were attempted; and
- F. documentation of all parental contact and notification efforts.

[END OF OPTION]

The Principal shall prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident.

The Principal shall meet with the individuals who participated in the incident to discuss the following:

- A. the events preceding, during and following the use of seclusion or physical restraint;
- B. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;
- C. alternatives to physical restraint, including de-escalation techniques and interventions and other strategies.

The written report shall be retained as a record by the school district within three (3) business days of the incident, and the report shall be sent to the student's parent by 1st class mail, by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the Board by October 1, of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Annually, by December 1, the Board shall submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the second time that seclusion or physical restraint is used on a "child with a disability," within the same school year, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) days after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all intervention and supports to assist related to that behavior that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the District Administrator shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint.

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for a Violation of This Policy

In addition to any penalty prescribed by law, the District Administrator is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when s/he engages in the conduct, it is his/her conscious objective to do so. A Board employee engages in conduct "knowingly" if, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT ACTIVISM AND EXPRESSION
Code	po5720 (YES)
Status	From Neola

5720 - STUDENT ACTIVISM AND EXPRESSION

It is the policy of the Board to ☒ allow ~~☐ encourage~~ ~~[END OF OPTION]~~ students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program, present a health or safety hazard, or violate Board policy. Students may advocate change of law or school regulations and pursue their advocacy through lawful means.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school policies or guidelines. (See Policy 5520 - Disorderly Conduct)

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
Code	po5722 (YES)
Status	From Neola

5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board 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. 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 Board expressly prohibits the use of social media related to student publications.**~~

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.

~~**[DRAFTING NOTE: A Board should only select the following OPTION if it selected either or both of the first OPTIONS under student publication or student production.]**~~

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**~~

☒ 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.

~~[DRAFTING NOTE: With respect to student expression related to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions, select OPTION #1, OPTION #2, OPTION #3, OPTION #4, or OPTION #5.]~~

~~[] OPTION #1~~

~~[] 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.~~

~~[END OF OPTION #1]~~

~~[] OPTION #2~~

~~[] While nonpublic forum student expression generally may be published/performed outside the school community (i.e., to the general public), the following nonpublic forum student expression may only be published/performed to members of the school community: _____ [identify] () See Board Policy 9160 — Public Attendance at School Events.~~

~~[END OF OPTION #2]~~

[x] OPTION #3

[x] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance. (x) See Board Policy 9160 – Public Attendance at School Events.

~~[END OF OPTION #3]~~

~~[] OPTION #4~~

~~[DRAFTING NOTE: The Board should select either OPTION #2 or OPTION #3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum student expression.]~~

~~[] While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public): _____ [identify]. () See Board Policy 9160 — Public Attendance at School Events.~~

~~[END OF OPTION #4]~~

~~[] OPTION #5~~

~~[DRAFTING NOTE: The Board should select this OPTION if it has prohibited the use of District-approved Social Media to publish/perform nonpublic forum student media, with the exception of nonpublic forum student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~

~~[] Nonpublic forum student expression may only be published/performed to members of the school community. () See Board Policy 9160 — Public Attendance at School Events.~~

~~[END OF OPTION #5]~~

~~[DRAFTING NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING FOUR (4) OPTIONS (A-D). The order in which the below four (4) OPTIONS are listed is not meant to convey a preference or recommendation. Boards should select the OPTION that best reflects their current practice or a new practice they wish to henceforth follow. As they consider the following OPTIONS, Board and administrators are encouraged to consult the accompanying Toolkit for a discussion of the different types of forums — e.g., nonpublic forum and limited public forum.]~~

~~[] OPTION A [Select if the Board intends to designate all school-sponsored student media, to be limited-purpose public forums (i.e., not subject to prior review/restraint) and allows them to be generally published/performed outside the school community. This is the most permissive of the OPTIONS.]~~

~~[] 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.~~

~~[] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content creators/performers. School officials will not review or restrict the content of school-sponsored student media prior to publication/performance, except with respect to unprotected speech.~~

~~[] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~

~~[] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~

~~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.~~

~~[END OF OPTION A]~~

~~[] OPTION B [Select if the Board intends to identify specific school-sponsored student publications/productions to be limited-purpose public forums (i.e., not subject to prior review/restraint), which may be published/performed outside the school community. School-sponsored student publications/productions not listed are considered nonpublic forums and will be subject to routine and systematic prior review and restraint. This is the second most permissive OPTION and only permits prior review/restraint of nonpublic forums, and generally allows limited-purpose public forums to be generally published/performed outside the school community.]~~

~~The Board designates the following official, school-sponsored student media to be limited-purpose public forums:~~

~~[List all publications so designated:]~~

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

~~As limited-purpose public forums the student journalists, content creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content creators, and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media.~~

~~[] The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content creators/performers.~~

~~School officials will not routinely and systematically restrict the content of the publications and/or productions listed above prior to their publication/performance, except with respect to unprotected speech.~~

~~[] Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.~~

~~[] Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.~~

~~The above listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school sponsored, is student directed and not subject to prior review. Given the listed 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.~~

~~All other school sponsored student media 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 for those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. **[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board shall provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]**~~

~~**[DRAFTING NOTE: Select OPTION B-1, OPTION B-2, OPTION B-3, OPTION B-4, or OPTION B-5.]**~~

~~**[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all nonpublic forum school-sponsored student publication/performance on social media, with the exception of nonpublic forum school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]**~~

~~[] Nonpublic forum school-sponsored student media may only be published/performed to members of the school community.~~

~~**[END OF OPTION B-1]**~~

~~**[DRAFTING NOTE: The Board should select either OPTION B-2 or OPTION B-3 if it has authorized the limited use of District-approved social media to publish/perform nonpublic forum school-sponsored student media; as mentioned above, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all nonpublic forum school-sponsored student media.]**~~

~~**[] OPTION B-2**~~

~~[] While ordinarily nonpublic forum school sponsored student media may only be published/performed to members of the school community, the following nonpublic forum student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify] () high school newspaper [could substitute with the name of the publication] () high school yearbook _____ [insert name(s) of specific school-sponsored student publication/production. () See Board Policy 9160.**~~

~~**[END OF OPTION B-2]**~~

~~**[] OPTION B-3**~~

~~☐ While ordinarily nonpublic forum school sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific nonpublic forum student media to be published/performed outside the school community (i.e. to the general public). A student or group of students who wish to have his/her/their nonpublic forum student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~

~~[END OF OPTION B-3]~~

~~☐ OPTION B-4~~

~~☐ While nonpublic forum school sponsored student media generally may be published/performed outside the school community (i.e. to the general public), the following nonpublic forum student media may only be published/performed to members of the school community: _____ [identify]. () See Board Policy 9160.~~

~~[END OF OPTION B-4]~~

~~☐ OPTION B-5~~

~~☐ Nonpublic forum school sponsored student media may be published/performed outside the school community (i.e. to the general public). () See Board Policy 9160.~~

~~[END OF OPTION B-5]~~

~~[END OF OPTION B]~~

☒ **OPTION C** ~~[Select if the Board intends to identify specific student publications/productions to be limited-purpose public forums but wants to retain the authority to engage in limited and consistent prior review/restraint on the basis of four (4) identified reasons. School sponsored publications/productions not listed are considered nonpublic forums and will be subject to routine prior review and restraint. This is the second most restrictive and permits some prior review/restraint involving what are otherwise limited purpose public forums.]~~

The Board designates the following official, school sponsored student media to be limited purpose public forums:

[List all publications so designated:]

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

As limited-purpose public forums the student journalist, content-creators, or performers associated with the ~~above-listed~~ publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content creators and/or performers involved in the ~~above-listed~~ publications/productions have the right to determine the content of this student media. ~~() While designated as limited purpose public forums, the listed publications/productions are not intended to address general matters of public concern and are not open to public comment.~~

School officials will not routinely and systematically restrict the 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/posting/publication/production due to one (1) 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.

~~[] The above listed school sponsored student publications/productions, while limited purpose public forums are not intended to address general matters of public concern and therefore are not open to public comment.~~

The ~~listed~~ publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student-directed and subject only to limited prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for the content beyond that covered by the school officials' limited prior review, 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.

~~[DRAFTING NOTE: Select OPTION C-1, OPTION C-2, OPTION C-3, OPTION C-4, or OPTION C-5.]~~

~~[] OPTION C-1~~

~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school-sponsored student publication/performance on social media, with the exception of school-sponsored student media that is disseminated through District-approved social media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security.)]~~

~~[] School-sponsored student media may only be published/performed to members of the school community.~~

~~[END OF OPTION C-1]~~

~~[DRAFTING NOTE: The Board should select either OPTION C-2 or OPTION C-3 if it has authorized the limited use of District-approved social media to publish/perform school-sponsored student media; as mentioned below, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]~~

~~[] OPTION C-2~~

~~[] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ [identify] () high school newspaper [could substitute with the name of the publication] () high school yearbook [could substitute with the name of the yearbook] () _____ insert name(s) of specific school-sponsored student publications/productions]. () See Board Policy 9160.~~

~~[END OF OPTION C-2]~~

[x] OPTION C-3

[x] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.

~~[END OF OPTION C-3]~~

~~[] OPTION C-4~~

~~[] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ [identify]. () See Board Policy 9160.~~

~~[END OF OPTION C-4]~~

~~[] OPTION C-5~~

~~[] School sponsored student media may be published/performed outside the school community (i.e., to the general public). () See Board Policy 9160.~~

~~[END OF OPTION C-5]~~

All other school-sponsored student publications and productions, including classroom and/or other 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. ~~[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~

~~[END OF OPTION C]~~

~~[] OPTION D [Select if the Board intends all school sponsored student media (i.e, publications/productions) to be nonpublic forums – i.e., subject to routine prior review/restraint. This is the most restrictive OPTION.]~~

~~[DRAFTING NOTE: for OPTIONS D-1 through D-5: It is critical that the school officials actually engage in prior review/restraint and not just reserve the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board will be considered to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]~~

All school sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the 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 type and/or content of all school sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

~~[DRAFTING NOTE: Select OPTION D-1, OPTION D-2, OPTION D-3, OPTION D-4, or OPTION D-5.]~~

~~[] OPTION D-1~~

~~[DRAFTING NOTE: The Board should only select this OPTION if it has prohibited all school sponsored student publication/performance on social media, with the exception of school sponsored student media that is disseminated through District approved social media that employs a portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]~~

~~[] School sponsored student media may only be published/performed to members of the school community.~~

~~[END OF OPTION D-1]~~

~~[DRAFTING NOTE: The Board should select either OPTION D-2 or OPTION D-3 if it has authorized the limited use of District approved social media to publish/perform school sponsored media; as mentioned above, it is critically important that school officials routinely and consistently exercise their authority to engage in prior review/restraint with respect to the publication/performance of all school sponsored student media.]~~

~~[] OPTION D-2~~

~~☐ While ordinarily school sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify]** () high school newspaper **[could substitute with the name of the publication]** () high school yearbook **[could substitute with the name of the yearbook]** () _____ **[insert name(s) of specific school sponsored student publications/productions]**. () See Board Policy 9160.~~

~~**[END OF OPTION D-2]**~~

~~**[] OPTION D-3**~~

~~☐ While ordinarily school sponsored student media may only be published/performed to members of the school community, the District Administrator may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the District Administrator a request for prior written approval for such publication/performance.~~

~~**[END OF OPTION D-3]**~~

~~**[] OPTION D-4**~~

~~☐ While school sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____ **[identify]**. () See Board Policy 9160.~~

~~**[END OF OPTION D-4]**~~

~~**[] OPTION D-5**~~

~~☐ School sponsored student media may be published/performed outside the school community (i.e., to the general public). () See Board Policy 9160.~~

~~**[END OF OPTION D-5]**~~

~~**[END OF OPTION D]**~~

~~**[END OF OPTIONS A THROUGH D]**~~

~~**[NOTE: The following paragraph is OPTIONAL.]**~~

~~☐ Students (☒) Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.~~

~~☐ 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.~~

~~**[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING THREE (3) OPTIONS RE: ADVERTISING.]**~~

~~☒ **OPTION #1 [Select if the Board intends to permit advertising in some or all school sponsored student media but requires a school employee/official to pre-approve the advertisements.]**~~

Advertising is permitted in

(☒) all school-sponsored student media.

() the following school sponsored student publications/productions: **[identify publications/productions]**

A. _____

- B. _____
- C. _____

Any advertisements must be consistent with Policy 9700.01 ~~()~~ and AG 9700B.

Advertisements submitted for publication or inclusion in a production shall be reviewed by

- ☒ the class/activity advisor
- ☒ the building principal
- ~~() the District Administrator~~
- ~~() school officials~~

for a determination that they are appropriate for juveniles. The ☒ District Administrator ~~() Board~~ 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).

~~[] OPTION #2 [Select if the Board intends to permit advertising in some or all school sponsored student media that are designated to be limited purpose public forums, and the students involved in the specific publications/productions will be responsible for accepting or rejecting the advertisements.]~~

Advertising is permitted in

- ~~() all school sponsored student media that have been designated as limited public forums.~~
- ~~() the following school sponsored student media that have been designated as limited purpose public forums: [identify publications/productions]~~
- A. _____
- B. _____
- C. _____

~~Any advertisements must be consistent with Policy 9700.01 ~~()~~ and AG 9700B.~~

~~The students in the class(es)/activity(ies) associated with~~

- ~~() all school sponsored student media that have been designated as limited purpose public forums~~
- ~~() the above listed student media~~

~~will determine whether to include advertisements in the publications/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept those for activities, products, or services that are illegal for students and/or that violate State or Federal law.~~

~~[] The publication/production staff is encouraged to consider the age appropriateness of the ads they select.~~

~~[] OPTION #3 [Select if the Board intends to prohibit advertisements in all student publications/productions.]~~

~~Advertising is not permitted in school sponsored student media.~~

~~[END OF OPTIONS RE: ADVERTISING]~~

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 solicitation has not been approved by the Board.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	EQUAL ACCESS FOR NONDISTRICT-SPONSORED STUDENT CLUBS AND ACTIVITIES
Code	po5730 (YES)
Status	From Neola
Legal	118.13 Wis. Stats. P.I. 9, 41 Wis. Admin. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1415 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. 4071 et seq., Equal Access Act of 1984 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 42 U.S.C. 1983 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq., Civil Rights Act of 1964 34 C.F.R. 300.600-300.662 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

5730 - **EQUAL ACCESS FOR NONDISTRICT-SPONSORED STUDENT CLUBS AND ACTIVITIES**

The Board will generally not permit the use of school facilities by nondistrict-sponsored student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional hours, unless the activity will not interfere with instructional time for participating students. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for nondistrict-sponsored student clubs and activities to meet on school premises shall be made to the **Building Principal** _____, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the District will promote, or lead;
- D. the meeting does not unduly disrupt the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of sex (including transgender status, change of sex, or gender identity),

race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than two (2) outside resource person(s). The District Administrator may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student-initiated meeting in a custodial capacity but shall not be required to participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

[☒] Adults or community organizations who wish to sponsor a meeting or activity for students shall follow the procedure established in Policy 7510 – Use of District Facilities to request permission to use the District's facilities for such a meeting or activity. Adults who make such a request shall be required to provide a general description of the purpose of the meeting or activity, and participation in such a meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

Furthermore, conducting such a meeting or activity during the school day (☒) is prohibited. ~~(☐) may be permitted, provided it occurs during non-instructional time and parental permission is granted for any student wishing to participate.~~

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SCHOOL-AGE PARENTS AND MARRIED STATUS OF STUDENTS
Code	po5751 (YES)
Status	From Neola
Legal	115.91 Wis. Stats. 118.13 Wis. Stats. 118.15(4m) Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1681, Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

5751 - **SCHOOL-AGE PARENTS AND MARRIED STATUS OF STUDENTS**

A student's marital status shall not be a basis for discrimination or other restriction in that student's educational programming. Likewise, the Board of Education supports the provision of modifications and other services to enable resident school-age parents to continue their education.

School-age parents include any person under the age of twenty-one (21) who is not a high school graduate and is a parent, expectant parent, or a person who has been pregnant within the immediately preceding 120 days.

The school may request medical verification of a pregnant student's ability to continue in all classes in her program. A school-age parent, however, may not be compelled to withdraw from his/her regular education program.

[-] OPTION

~~Services and Instruction for School-Age Parents~~

- ~~A. Services and instruction on the skills required of a parent.~~
- ~~B. Services and instruction on family planning, including natural family planning.~~
- ~~C. Services and instruction on adoption and adoption services, including instruction on the options available and the procedures followed in independent agency adoptions, including current practices regarding birth parent's involvement in the selection of an adoptive home and the sharing of information between birth parents and adoptive parents, instruction on the impact of adoption on birth parents and children who have been adopted and an explanation that the adoption process may be initiated even after a child has been born and has left the hospital.~~

~~The services provided under this section shall be coordinated with existing career and technical education and job training programs in the District.~~

[END OF OPTION]

Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	SEARCH AND SEIZURE
Code	po5771 (YES)
Status	From Neola
Legal	118.32, Wis. Stats. 118.325 Wis. Stats. 118.45, Wis. Stats. 948.50, Wis. Stats. Wisconsin Const. Art. 1 Section 11 U.S. Constitution, 4th Amendment

5771 - SEARCH AND SEIZURE

The Board 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 Principal to provide students with written notice of this policy at least annually and that routine inspections be done ~~() at least annually~~ (x) 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

- (x) District Administrator,
- (x) ~~BB~~Building ~~PP~~Principals,
- (x) assistant principals,
- (x) School Resource Officer,
- ~~()~~ _____

Student Person and Possessions

The Board recognizes that the privacy of students or their 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 they have 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 an 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. ~~[END OF OPTIONAL PARAGRAPH]~~

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 officer to conduct the search under the administrator's direction. If the ~~(-) school does not have a school resource officer or if the officer is not available, the [END OF OPTION]~~ 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.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. 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. ☒ Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches. ~~[END OF OPTION]~~

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.

~~[] [OPTION #1]~~

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 an 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. If an Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, an Administrator may proceed with the search. An Administrator may contact the school resource officer or law enforcement agency for assistance in conducting a search.~~

~~[END OF OPTION #1]~~

☒ ~~[OPTION #2]~~

Parking Permit Not Required

Where a student may bring a vehicle on school property without a permit, an 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, should request written consent to search the vehicle and all containers inside the vehicle. If consent is not given, the Administrator should contact law enforcement.

~~[END OF OPTION #2]~~

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 independently 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~~ **[END OF OPTION]** shall provide students and staff with written notice of this policy and guidelines at least annually.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	WEAPONS PROHIBITED FOR STUDENTS
Code	po5772 (YES)
Status	From Neola
Legal	120.13(1), Wis. Stats. 939.22(10), Wis. Stats. 941.295, Wis. Stats. 943.13, Wis. Stats. 948.605, Wis. Stats. 948.61, Wis. Stats 18 U.S.C. 921(a)(3) 18 U.S.C. 922 20 U.S.C. 7151

5772 - **WEAPONS PROHIBITED FOR STUDENTS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

☒ without the permission of the District Administrator

~~[] This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms. [Note: This option is not recommended because of its apparent conflict with mandatory suspension and expulsion hearing requirements applicable to students found to be in possession of a firearm while at school or under the supervision of school authorities.]~~

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

~~[] The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.~~

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. (see Policy 5610 - Suspension and Expulsion)

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

- B. ☒ items pre-approved by ☒ a principal, ~~() the District Administrator, () the Board~~ **[END OF OPTIONS]** as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. ☒ theatrical props used in appropriate settings; and
- D. ☒ a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT/PARENT RIGHTS
Code	po5780 (YES)
Status	From Neola
Legal	Wis. Stat. 115.807, 118.125(2)(k), 20 U.S.C. 1232g(b)(1)(H)

5780 - **STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

~~[-] The Board realizes that as students differ in age and maturity, so they differ in the ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.~~

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with the guidelines and District rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the District Administrator.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The District Administrator shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. ~~See AG 9130A and Form 9130-F3.~~

A student who is still a dependent for Federal tax purposes, but who has reached the age of majority may, by written request, restrict his/her parents access to personally identifiable information from his/her student records.

When a student with a disability reaches the age of eighteen (18), with the exception of a student with a disability who has been found incompetent in this State, the District must provide any required notices to both the student and the student's parents, and all other rights accorded to the student's parents under Subchapter 5 of Chapter 115, Wis. Stats., transfer to the student.

This policy shall be applied consistent with the Family Education Rights and Privacy Act and applicable State student records law.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT FUND-RAISING
Code	po5830 (YES)
Status	From Neola
Legal	Wis. Stat. 103.23

5830 - **STUDENT FUND-RAISING**

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led Fund-Raising for School-Related Organizations

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fund-raisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fund-raising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fund-raisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.

Fund-raising off school grounds may be permitted by the District Administrator.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fund-raising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fund-raising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fund-raising shall be done in accordance with Board Policy 9700.

~~[] The District Administrator shall establish administrative guidelines for the solicitation of funds which shall:~~

- ~~A. specify the times and places in which funds may be collected;~~
- ~~B. describe permitted methods of solicitation which do not place undue pressure on students;~~
- ~~C. limit the kind and amount of advertising for solicitation;~~
- ~~D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;~~
- ~~E. limit the number of fund-raising events.~~

~~[-] The District Administrator shall distribute this policy and any administrative guidelines which implement it to each organization granted permission to solicit funds.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT GROUPS
Code	po5840 (YES)
Status	
Legal	939.22(9), Wis. Stats.

5840 - **STUDENT GROUPS**

It is the policy of the Board that student groups be recognized as authorized school organizations only if they are approved by the (xx) school administration ~~() District Administrator () Board~~ **[DRAFTING NOTE: SELECT OPTION THAT IS CONSISTENT WITH CHOICE MADE IN POLICY 2430]**, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature. (See Policy 2430 - District-Sponsored Clubs and Activities)

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the District. In particular, the Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the supervision of school authorities.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates (X) 11/7
Title	STUDENT EMPLOYMENT
Code	po5895 (YES)
Status	From Neola
Legal	103.70 et seq., Wis. Stats. Wis. Admin. Code DWD 270

5895 - **STUDENT EMPLOYMENT**

The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.

Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.

If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.

Permit Officer

☒ ~~OPTION 1~~

The District opts not to serve as a permit officer for the purpose of issuing employment permits to minors.

☐ ~~OPTION 2~~

~~Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates _____ (insert title) to serve as the permit officer.~~

~~The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.~~

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130 (YES)
Status	From Neola
Legal	118.01, Wis. Stats. 118.019, Wis. Stats. 20 U.S.C. 1232h

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

[☒] As appropriate, the staff member shall report the matter and whatever action may have been taken to (☒) their supervisor ~~() the _____~~. **[END OF OPTIONS]**

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies

and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing a District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. (☒) the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;
2. (☐) ~~the respect in which it is alleged that the individual(s) (or child of a Complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;~~
3. (☒) the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted (☐) promptly after (☒) within ten (10) business days of ~~[END OF OPTIONS]~~ the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one (1) individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding (☐) ~~Classroom Instructional Materials~~ (☒) Classroom and Library Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. () See (☒) AG 9130A (☐) and Form 9130 F3 ~~[END OF OPTIONS]~~.

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. (☒) Concerns about specific library materials should be raised first with the library media specialist, then with the Principal, if necessary, in an effort to resolve the matter informally. ~~[DRAFTING NOTE: SELECTION SHOULD BE CONSISTENT WITH POLICY 2522] [END OF OPTION]~~ If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, (☒) including library materials, ~~[END OF OPTION]~~ shall be submitted in writing to the (☐) District Administrator (☒) Director of Curriculum and Instruction al Services (☐) ~~[END OF OPTION]~~.

If the request, suggestion, or complaint relates to classroom instructional materials, (☐) Form 9130 F2 should be completed and ~~[END OF OPTION]~~ the following procedure shall be followed:

- A. (☒) The criticism is to be addressed to the Director of Curriculum and Instruction, in writing, and shall include:

1. ☒ author;
 2. ☒ title;
 3. ☒ publisher;
 4. ☒ the complainant's familiarity with the material objected to;
 5. specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
- B. ☐ Upon receipt of the information, the Director of Curriculum and Instruction ~~shall~~ ☒ may,
- ~~() after advising the _____ of the complaint,~~
- ~~() and upon the _____'s approval,~~
- ~~() refer the matter to the District Administrator for resolution~~
- ☒ appoint and chair a review committee, which shall comply with the open meetings law, consisting of:
1. ☒ one (1) or more professional staff members including the classroom teacher, LMC Specialist and principal (not associated with the complaint), and the LMC Specialist from the building who shall not be a voting member_____;
 2. ~~() one (1) or more Board members; [Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.]~~
 3. ☐ ~~one three~~ (3) or more laypersons knowledgeable in the area appointed by the District Administrator.
- C. ☒ If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414 - Human Growth and Development).
- D. ☒ The Committee, in evaluating the questioned material, shall be guided by the following criteria:
1. ☒ the appropriateness of the material for the age and maturity level of the students with whom it is being used
 2. ☒ the accuracy of the material
 3. ☒ the objectivity of the material
 4. ☒ the use being made of the material
- E. The material being reviewed based on a request under this policy shall remain available during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.
- F. ☒ The Committee's recommendation shall be reported to the District Administrator in writing within twenty (20) business days following ~~() the formation of the Committee~~ ☒ the first meeting of the Committee **[END OF OPTION]**. The District Administrator will advise the individual(s), in writing, of the Committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the Committee's recommendation and the District Administrator's decision.

- G. (☒) The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within thirty ____ (30) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- H. (☒) The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the (☒) Committee ~~by District Administrator.~~
- I. The decision of the Board is final.

~~Decisions on reconsidered materials will stand for _____ years before new requests for reconsideration of those items will be entertained.~~

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	SCHOOL VISITORS
Code	po9150 (YES)
Status	From Neola
Legal	120.13(35), Wis. Stats. 301.475(3)(c). Wis. Stats.

9150 - SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

~~[] Except as set forth in District Policy 8390 - Animals on District Property or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.~~

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the **building principal** _____ is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

[**x**] Parents who are registered sex offenders and wish to participate in their child's school activities may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Concerns about any aspect of a child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Requests, Suggestions, or Complaints, a copy of which is available online, as well as at the District office and at each school.

~~[] The District Administrator shall develop such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks. **[END OF OPTIONAL SENTENCE]**~~

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such

(**x**) by the Board.

~~() by the President.~~

~~() by a committee chairman.~~

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board member should discuss the situation first

(☒) with the Principal

~~(☐) with the District Administrator~~

as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

[☒] If the Board member believes the situation or condition serious enough, the Board member may wish to also inform the District Administrator.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440 - Facility Security.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS
Code	po9151 (YES)
Status	From Neola
Legal	175.22, 942.08, 942.09, Wis Stats.

9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes this locker room privacy policy.

~~CHOOSE OPTION #1 OR #2~~

☒ **OPTION #1]**

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited. No member of the media is allowed access to school locker rooms before, during, or after any school athletic event or practice. Coaches and student-athletes may be available for interviews outside the locker room, consistent with school rules.

(**NOTE:** Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)

~~[] [OPTION #2]~~

~~To protect the privacy of students, non staff access to the District locker room is limited. The following may enter the locker room and remain in the locker room to interview or seek information from any individual in the locker room:~~

- A. ~~() _____ (e.x., reporter from local newspaper — same sex locker room)~~
- B. ~~() _____~~
- C. ~~() _____~~
- D. ~~() _____~~

~~[END OF OPTIONS]~~

The following recording devices will be permitted in the locker room and for the particular use described:

- A. ~~() Audio tape recorders may be used by staff or students for otherwise appropriate purposes, provided the recording is purely audio and contains no video or still photo component.~~
- B. ~~() Video recording devices of any type may be used in the locker room provided that no students are present in the locker room when the recording device is being used.~~
- C. **(x)** Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be

brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.

D. ~~() Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the _____. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.~~

E. ~~() _____~~

F. ~~() _____~~

~~[] Parents may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.~~

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone (**x**) to capture, record, or to transfer a representation of a nude or partially nude person in the locker room (**x**) in a locker room in the School District or in use for District purposes **[END OF OPTIONS]**.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160 (YES)
Status	From Neola
Legal	29 CFR Part 35 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended 34 C.F.R. Part 104 42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

9160 - **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

[x] The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed

(x) nor any betting occur

(x) at any function sponsored by the District.

(x) at any function occurring on District premises.

[x] Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. Any person who believes s/he has been discriminated against due to a disability should refer to the complaint procedure set forth in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption on District property or at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave District property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student, a non-enrolled minor, or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 – Use of Tobacco on School Premises.

Persons attending school events are subject to the provisions of Policy 7217 - Weapons.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the District Administrator to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the District Administrator.

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"Upon request to the **District Administrator** _____, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."

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Book Neola Policy Templates for Processing

Section 9000 Relations Templates (X) 11/7

Title DISTRICT-SUPPORT ORGANIZATIONS

Code po9211

Status From Neola

9211 - DISTRICT-SUPPORT ORGANIZATIONS

The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. (☒) The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.

The Board encourages parents and District staff to participate in such organizations.

~~[] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]~~

~~The District Administrator shall:~~

- ~~A. () review the objectives of each volunteer group to determine that relevant educational needs are being addressed;~~
- ~~B. () provide assistance to a group in planning its activities;~~
- ~~C. () monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the District Administrator's administrative guidelines;~~
- ~~D. () communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the Board;~~
- ~~E. () approve in District fund-raising activities of a volunteer group as well as fund-raising activities held off premises which involve students and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;~~
- ~~F. () establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State.~~

Any organization described in this policy must obtain advance written permission from ~~() the District Administrator~~ (☒) Building Principal or District Administrator ~~() the Board [END OF OPTIONS]~~ before using any of the District's logos or name (☒) as well as the District's or school's slogans, specifically: _____

~~[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]~~

for the purpose of describing or promoting the organization or any activity of the organization.

~~By the end of _____ of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the District Administrator is to be advised before any final revisions are made.~~

The District Administrator shall implement administrative guidelines that will require each group's fund-raising activities are in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. The guidelines shall also require that the funds are used for school-related projects that have the approval of the District Administrator and the Principal.

The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures ~~by no later than _____ of~~ each year.

~~[END OF OPTION]~~

Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	RELATIONS WITH PARENTS
Code	po9250 (YES)
Status	From Neola

9250 - RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. (☒) parent-teacher conferences to permit two-way communication between home and school
- B. (☒) meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. (☒) special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. (☒) open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis

~~Each school in the District shall hold an open house at least annually.~~

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. (☒) supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- B. (☒) sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. (☒) maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. (☒) reading all communications from the school, signing, and returning them promptly when required;
- E. (☐) cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING
Code	po9270 (YES)
Status	From Neola
Legal	118.133, Wis. Stats. 118.145(4), Wis. Stats. 118.53, Wis. Stats.

9270 - HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

The Board encourages the enrollment of all school-age children residing in this District in public schools or in a parochial or private school so that such children may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Private Education or Tribal School Education Students

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board ~~() shall not allow any student who is being educated at a private school or a tribal school to participate~~ (x) may allow any student who is being educated at a private school or a tribal school to participate, if space is available, ~~[END OF OPTION]~~ in any of the District's (x) non-WIAA sanctioned athletic (x) or extra-curricular ~~[END OF OPTION]~~ programs.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
Code	po9500 (YES)
Status	From Neola

9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District. The Board also recognizes the value of these relationships in furtherance of educational research initiatives that provide benefit to the District staff and students.

~~☐ The Board directs the District Administrator to~~

OR

☒ The District Administrator may

enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the District Administrator shall keep the Board advised of any arrangements that involve the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the District Administrator shall designate a staff member to serve as a liaison with the administration of all such schools that enroll District resident students in order to be aware of any potential program changes that could affect the District; and to foster cooperation in the implementation of all State and Federal programs administered by the District that benefit, in whole or in part, eligible students attending private or parochial school.

~~[] OPTION~~

~~The District Administrator is authorized to coordinate with reputable institutional or individual researchers in promoting potentially valuable research projects that involve District staff, students, or data the purpose and benefit of which is the:~~

- A. ~~() advancement of knowledge;~~
- B. ~~() intellectual stimulation of involved District administrators and staff;~~
- C. ~~() improvement on instructional techniques; and~~
- D. ~~() improvement of student learning.~~
- E. ~~() _____~~

The District Administrator may consider ~~[] and present to the Board for approval~~ **[End of Option]** proposals that meet District criteria for such proposals. Specifically, such proposals shall specify:

- A. **(x)** research project objectives, methodology, and duration;
- B. **(x)** level of District staff and/or student involvement in the project;
- C. **(x)** commitment of District resources required, if any;

- D. (☒) student privacy rights protection;
- E. (☒) parental involvement;
- F. (☒) regular instruction interruptions involved; and
- G. (☒) results usage.
- H. (☒) _____

Conflicting requests shall be evaluated based on relative value to District initiatives, students, and employees with priority given to project proposals from institutions located in and/or individuals residing in the District.

No administrator, staff member, or student will be required to participate against his/her will in a research project governed by this policy, and no District data shall be made available without first obtaining any required consent.

Routine District or Department of Public Instruction data-gathering activities are not affected by this policy.

All research results in final form will be made available to the District Administrator insofar as privacy law limitations allow.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	PARTNERSHIPS WITH BUSINESS
Code	po9555 (YES)
Status	From Neola

9555 - PARTNERSHIPS WITH BUSINESS

The Board of Education is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have a significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The District Administrator is authorized to actively seek such partnerships.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Code	po9600 (YES)
Status	From Neola

9600 - **STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the District Administrator to cooperate with their leaders both in the use of District resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

☒] The Board supports and encourages participation in:

- A. (☒) community activities and events which are related to District Courses of Study, as appropriate, as either required or enrichment assignments;
- B. (☒) school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and the community activities but also deprive the students and staff of deriving the benefits from participation in community programs which enhance learning and the quality of life.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700 (YES)
Status	From Neola
Legal	118.125, Wis. Stats.

9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of ~~() the Board~~ **(x)** the District Administrator ~~[END OF OPTION]~~; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. All crowdfunding activities are subject to Policy 6605 - Crowdfunding ~~() and AG 6605 - Crowdfunding.~~

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the ~~() Board~~ **(x)** District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the ~~() Board~~ **(x)** District Administrator.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

Other Activities by Non-School Affiliated Groups

A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the

~~() Board~~

(x) District Administrator

~~() principal~~

on the basis of the proposed activities or materials

(x) educational contribution to part or all of the school program,

(x) benefit to students;

and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

[SELECTION OF 1ST OPTION PRECLUDES SELECTION OF 2ND OPTION]

Option #1

~~[] The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest groups in adopted courses of study with the approval of the principal.~~

~~[END OF OPTION #1]~~**Option #2**

[☒] The Board shall permit the use of educational materials, programs, and equipment that contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator (☒) and is in compliance with the District's administrative guidelines.

~~[END OF OPTION # 2]~~

[☒] Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. (☒) have the primary effect of advancing a special product, group, or company;
2. (☒) make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. (☒) interrupt the regular school program;
4. (☒) involve any direct cost to the District (☒) unless the student body as a whole derives benefit from such activities;
5. ~~(☐) cause the participants to leave the School District, unless:~~
 - a. ~~(☐) the Board's Policy 2340 — District Sponsored Trips has been complied with in all aspects;~~
 - b. ~~(☐) the Board has granted special permission;~~
 - c. ~~(☐) the parents of a minor student have granted their permission.~~

C. Distribution/Posting of Literature

[☒] Non-school affiliated organizations may distribute or post literature on District property either during or after school hours only with advance permission of the

~~(☐) District Administrator.~~

(☒) principal.

~~(☐) Board.~~

~~[] Staff or students may be permitted to distribute/post literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.~~

[☒] The District Administrator shall establish administrative guidelines which ensure that:

1. ~~() criteria established in Policy 5722—School Sponsored Publications and Productions—are used to make a decision regarding materials that students seek to post or distribute;~~
2. (x) the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. ~~() no materials from any profit making organization are distributed for students to take home to their parents;~~
(x) unless authorized by the District Administrator;
4. ~~() the time, place, and manner of distribution of all nonschool related materials are clearly established and communicated.~~

D. Solicitation of Funds

~~[] Option #1~~

~~Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.~~

[x] Option #2

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the

~~() Board.~~

(x) District Administrator.

Decisions regarding the request to solicit funds shall not be based on the purpose or function of the group soliciting funds, unless the purpose of the organization is inappropriate for the age group of students, promotes activity that is unhealthy or unlawful or is otherwise inconsistent with the pedagogical interests of the school.

~~[END OF OPTIONS 1 & 2]~~

[x] The Board disclaims all responsibility for the protection of, or accounting for, such funds.

[x] Solicited funds are not to be maintained in any regular or special accounts of the District.

~~[] A copy of this policy, as well as the relevant administrative guidelines, shall be given to any individual granted permission to solicit funds on District property.~~

~~[END OF OPTIONS]~~

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

E. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.

[x] Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy. ~~[END OF OPTION]~~

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

[x] The District may administer or assist in the administration of scholarships, fellowships, or other forms of

financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available. ~~[END OF OPTION]~~

In accepting the offer of such scholarships or prizes from non-District entities or persons, the Board directs that these guidelines be observed:

1. ☒ No information

☒ , either academic or personal,

shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. ~~() The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the~~

~~() Board.~~

~~() District Administrator.~~

~~() principal.~~

3. ~~() The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient.~~

☒ and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. ☒ the organization have a purpose that will benefit the School District and its students;
2. ☒ the organization's planned activities are clearly in the best interest of the School District and its students;
3. ☒ the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01 (YES)
Status	From Neola

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

~~[] [OPTION #1]~~

~~It is the policy of the Board that paid commercial advertising shall not be permitted in School District facilities or on School District property and that the District's name, logo, mascot, or any other name which would associate an activity with the District should not be used in connection with such advertising. Additionally, paid commercial advertising shall not use any students, staff members or District facilities for any non-school organization or activity.~~

~~[END OF OPTION #1]~~

~~[SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION]~~

☒ [OPTION #2]

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. ☒ Product Sales:

- ☒ product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
- ~~() exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);~~
- ☒ fund-raising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. ☒ Direct Advertising/Appropriation of Space:

- ☒ signage and billboards in schools and school facilities;
- ☒ corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
- ☒ ads, corporate logos, or brand names on book covers, student assignment books, or posters;
- ☒ ads in school publications (newspapers and yearbooks and event programs);

5. (☒) media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. (☒) free samples (e.g., of food or personal hygiene products).

C. (☒) **Indirect Advertising:**

1. (☒) corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. (☒) the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

D. (☐) ~~**Market Research:**~~

1. (☐) ~~surveys or polls related to commercial activities;~~
2. (☐) ~~internet surveys or polls asking for information related to commercial activities;~~
3. (☐) _____ **[other]**
- 4.

~~**[END OF OPTION #2]**~~

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the (☐) Board (☒) District Administrator ~~**[END OF OPTION]**~~. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the (☐) Board (☒) District Administrator ~~**[END OF OPTION]**~~.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. (☒) When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. (☒) Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. (☒) The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. (☒) No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. (☒) No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- F. (☒) No advertisement may contain libelous material.
- G. (☒) No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. (☒) No advertisement shall be false, misleading or deceptive.
- I. (☒) Each advertisement must be reviewed in advance for age appropriateness.

- J. (☒) Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. (☒) All corporate support or activity must be age-appropriate and must be consistent with the Board's policies not to discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.
- L. (☒) Students shall not be required to advertise a product, service, company or industry.
- M. (☒) ~~Advertising will not be permitted on the outside or the inside of school buses.~~
- N. (☒) The District Administrator is responsible for screening all advertising.
- O. (☒) The District Administrator may require that samples of advertising be made available for inspection.
- P. (☒) The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. (☒) Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement;
- B. authority of District administration to view and approve all materials prior to actual placement;
- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract; and
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties.

The District Administrator shall negotiate all such agreements with the advertiser.

~~() The District Administrator shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished (see AG 9700B – Criteria for Commercial Messages).~~ **[END OF OPTION]**

Accounting

Advertising revenues must be properly reported and accounted for as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	HIGH SCHOOL DIPLOMAS TO VETERANS
Code	po9800 (YES)
Status	From Neola
Legal	45.001(5), Wis. Stats 120.13(37), Wis. Stats

9800 - HIGH SCHOOL DIPLOMAS TO VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board (☒) shall ~~() may~~ award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board (☒) shall ~~() may~~ also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

If the veteran is deceased and satisfied criteria B. through D. above, the Board (☒) shall ~~() may~~ award a diploma posthumously and present that diploma to a surviving relative of the veteran.

The application for a veteran's diploma is available at the Office of the District Administrator.

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Book	Neola Policy Templates for Processing
Section	9000 Relations Templates (X) 11/7
Title	VETERANS AS CLASSROOM VOLUNTEERS
Code	po9800.01 (YES)
Status	From Neola
Legal	45.09, Wis. Stats.

9800.01 - **VETERANS AS CLASSROOM VOLUNTEERS**

The Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of Veterans Affairs presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

- A. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.
- B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.
- C. The veteran is not an employee of the School District during the term in which the volunteer service takes place.
- D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Veterans Affairs a form signed by the school principal or the District Administrator verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

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