

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Overview
Code	1-
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 33, Number 2 May 2024

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

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

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

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

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

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

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

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

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

Processing Update Materials

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

Using Header Box Options in BoardDocs

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

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

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

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

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

District-Specific Materials

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

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

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

Notice Regarding Legal Accuracy

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

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

Supplemental Information

Checklist of District Administrator Reports to the Board as Required by Policy

Memo - UW System Guaranteed Admission

Policy Revisions

Policy 0164V1/0164V2 - Meetings (Revised)

This revision includes options relating to closed session virtual attendance by Board members, along with a related drafting note.

Consideration of the additional options is recommended to assure consistency with policy and practice.

Policy 0174.1 - Annual Report (Revised)

This revision adds a reference to the authorization for the performance of clerk duties and the legal citation for same.

Adoption of this revision is recommended for clarity and flexibility.

Policy 2131 - Educational Outcome Goals and Expectations (Revised)

This policy is updated to include the additional language added by 2023 Wisconsin Act 266, which amends Wis. Stat. 118.01(2)(c)8. to include reference to Hmong Americans and Asian Americans. Act 266 does not contain a specific implementation date, accordingly, this will need to be incorporated into the curriculum for the 2024-2025 school year.

Adoption of this revision is recommended to have compliant policies. Note that if this revision is not adopted, the requirement in state law still must be followed.

Policy 2340 - District-Sponsored Trips (Revised)

This policy revision adds optional language regarding school-sponsored international field trips and considerations that must be taken into account. In addition, the transportation policy language from Policy 8640 - Transportation for Field and Other District-Sponsored Trips has been added to this policy, and Policy 8640 has been rescinded.

Adoption of this revision is recommended to maintain consistency across the pertinent policies.

Policy 3120.04 - Employment of Substitutes (Revised)

Policy 4120.04 - Employment of Substitutes (Revised)

These policies have been revised to incorporate language from the administrative guidelines that are recommended to be rescinded.

These revisions are recommended for a more comprehensive policy consistent with current demands.

Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)

This revision clarifies and provides decisional options for the hiring of personnel for co-curricular/extra-curricular activities.

Adoption of this revision is recommended for greater clarity and flexibility.

Policy 3431 - Employee Leaves (Revised)

Policy 4431 - Employee Leaves (Revised)

These policies have been revised to broaden and clarify the instances where leave will be granted for employees subpoenaed to testify in matters related to District employment.

These revisions are recommended for a more comprehensive policy consistent with current demands.

Policy 4162 - Controlled Substance and Alcohol Policy for Employees that Transport Students (Rescind)

Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students (Renum./Revised)

This policy has been renumbered to Policy 8601. This puts the policy in the same policy area as other transportation related policies and therefore easier to locate for reference. Minor revisions to reflect policy cross-references are also made. Adoption of this revision is recommended to assure that the District's policies match the template system, which will also

make evaluation of future update revisions more easily implemented.

Policy 5200 - Attendance (Revised)

This policy has been revised to add additional instances of excused absences as recommended by State law.

Adoption of this revision is recommended.

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

This policy is revised to include the option of a student receiving nonprescription drugs that are provided by the school consistent from the schools' supplies, with parental instructions, dosage instructions, or health care provider instructions.

Adoption of this revision is recommended to maintain compliant policies.

Policy 5430 - Class Rank (Revised)

This policy is updated to incorporate the class ranking requirements districts must implement for students to participate in the University of Wisconsin System's Guaranteed Admission Program. The requirements for grade 11 class rank and notification to the top ten percent (10%) first applies at the end of the 2024-2025 school year, with guaranteed admissions in the 2025-2026 school year.

Adoption of this revision is recommended and required for any district who wishes to participate in the Guaranteed Admission program or the Wisconsin Academic Excellence Scholarship program.

Policy 5460 - Graduation Requirements (Revised)

This policy is revised to reference the newly enacted .5 credit requirement in financial literacy for high school graduation. Additional credit earning options are added as options as well. Note that any course approved for credit towards high school graduation in a State law required subject matter (i.e., social studies, math, science, physical education, health, English, and financial literacy) must be approved by the Board. Districts who opt to offer a GED 2 option program, must obtain prior approval of the program from DPI (DPI applications are available on their website: <https://dpi.wi.gov/alternative-education/ged-option-2>). The addition of financial literacy as a .5 credit graduation requirement is required by State law effective with the class of 2028, meaning that students entering high school in the 2024-2025 school year will be required to complete this requirement. Once the Board approves revisions to this policy, it must be submitted to DPI per Wis. Admin Code PI 18.05(2).

Adoption of this revision is required as part of the board's responsibility to adopt the curriculum.

Policy 5505 - Academic Honesty (Revised)

This policy is revised to incorporate concerns regarding emerging AI technology and its impact on academic integrity.

Additionally, this policy is updated to include optional language regarding the use of Artificial Intelligence, such as generative tools (ChatGPT, etc.), by students in the completion of their school work. Adoption of this language, or a similar version of the language that identifies use of AI tools to create work as a form of academic dishonesty, except when authorized, is strongly recommended.

Policy 5610 - Suspension and Expulsion (Revised)

The policy is revised to include optional language for the Board to express preference for non-exclusionary discipline, and is also updated to cross-reference the policy on discipline for students with disabilities. Consideration of these revisions is recommended.

Policy 5610.03 - Alternatives to Expulsion and Reentry Plans (New)

This new policy is offered to address the common practice of providing students with an opportunity to avoid the expulsion hearing process in circumstances where administration determines it is appropriate to offer a reentry plan with conditions designed to correct the behavior. This is a voluntary process that requires the student and parent of a minor student to agree to a set of conditions which, if adhered to, avoid the student's referral to the Board for possible expulsion.

Consideration of this policy is recommended, but is not required, nor is the policy necessary to allow for the use of such disciplinary alternatives to expulsion.

Policy 5771 - Search and Seizure (Revised)

This policy is revised to make it easier to follow and to specifically note that a student search may be directed by an administrator other than the principal.

Adoption of this revision is recommended.

Policy 6423 - Use of Credit Cards (Revised)

This policy is revised to provide more specific restrictions on district credit card usage and personal use of any credit card rewards program.

Adoption of this revision is recommended1

Policy 7540.05 - Assistive Technology and Services (Revised)

This policy is updated to address new technology being used with certain students as a way to communicate with them and to monitor their location and behavior, e.g. AngelSense. As these technologies become more prevalent, Neola anticipates further need to address their usage. At this time, the primary concern is the communication component, particularly as it relates to communication from the device to a parent or other location outside the school. This presents concerns for other student confidentiality. The policy update reflects the expectation that such functionality will be disabled during school, unless expressly provided for in the student's IEP.

Adoption of this update is strongly recommended.

Policy 7544 - Use of Social Media (Revised)

This policy is updated to provide additional language to address the continuously evolving environment of social media and the potentially dangerous circumstances in which school staff interact with students through social media and related forms of electronic communication (i.e. athletic program team apps, etc.). Selection of options is recommended.

Policy 8395 - Student Mental Health Services (Revised)

This policy is revised to account for the delivery of mental health services using virtual platforms in addition to face-to-face onsite delivery. Language is also added to reference coordination between the delivery of student mental health services with a student's IEP programming requirements.

Adoption of this update is recommended.

Policy 8500 - Food Services (Revised)

This policy is updated to streamline the dietary accommodations language and to reference the appointment of a special dietary accommodations coordinator, as required by regulations. Also added is a required grievance procedure related to the disability-related dietary accommodations process. A grievance procedure is required by Federal regulation (7 C.F.R. 15b.6).

Adoption is strongly recommended.

Policy 8510 - Wellness (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement as well the reminder that under the heading "Policy Leadership" at least one choice is required for compliance. These two changes were made pursuant to Wisconsin Department of Public Instruction (DPI) district audits in which these requirements were identified by an auditor. In addition, the content of the entire policy was reviewed by a work group which included members from the Wisconsin Department of Health Services, DPI, and University of Wisconsin Health System. The resulting draft of all of this work was then further reviewed by Neola's Wisconsin-based legal counsel for proper legal compliance.

Adoption of this update is strongly recommended to be in compliance with current auditor expectations.

Policy 8531 - Free and Reduced-Price Meals (Revised)

The policy is updated to incorporate additional federal regulatory requirements regarding student participation in the free and reduced meal program and to add an option for districts that are part of the community eligibility provision (CEP) whereby a district or specific schools within the district can obtain free meal eligibility for all students for a four (4) year cycle if the school or district meets certain requirements, typically sustained individual eligibility of free and reduced meals that is twenty-five percent (25%) or more of the student population.

Consideration of this update is recommended.

Policy 8540 - Vending Machines (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor (see discussion of Policy 8510 - Wellness).

Adoption of this update is strongly recommended to be in compliance with current auditor expectations.

Policy 8550 - Competitive Food Sales (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor.

Adoption of this update is strongly recommended to to be in compliance with current auditor expectations.

Policy 8600 - Transportation (Revised)

This policy has been updated by adding language previously in Policy 8680 - Transportation Services Contracts and Policy 8651 - Nonroutine Use of School Buses regarding District-owned vehicles. Policy 8651 has been rescinded.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)

This policy has been rescinded. The content of this policy has been moved to Policy 2340 - District-Sponsored Trips.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8651 - Nonroutine Use of School Buses (Rescind)

This policy has been rescinded with the content of the policy moved to Policy 8600 - Transportation.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips (Revised)

This policy is updated to provide additional options to better control private transportation for field trips given that the need to do so continues to increase in frequency.

Consideration of options provided is recommended.

Policy 8680 - Transportation Services Contracts (Revised)

The policy is revised to remove reference to transportation using School District-owned buses. This policy is intended to cover transportation through contracts with a transportation provider. The provisions regarding District-owned or operated buses has been moved to Policy 8600 - Transportation.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.