

## COVER LETTER FOR 800s POLICY REVIEW

To get through these I recommend reviewing these closely.

Items with no highlights are past policies I did not adjust & believe that are ok as is.

Items with **Yellow** highlights are new, did not exist before,

Items with **Green** highlights are areas that the board needs to review & adjust if it does not match what they want to have happen.

## SERIES 800: SCHOOL-COMMUNITY RELATIONS

- 810 School-Community Relations Goals
- 820 Public Information
  - \*821 School Sponsored Information Media
    - 821.1 School District Newsletters
    - 821.2 Web Page Management
    - 821.3 District Use of Social Media
  - 822 News Media Relations
  - 823 Access to Public Records
- 830 Use of School Facilities and Grounds
  - 830-Rule Facilities Use Regulations
  - 830-Exhibit – Facilities Use Request Form
- 831 Public Conduct on School Property
  - 831.1 Sportsmanship Policy
  - 831.2 Activity Supervision
  - 832 Tobacco and e-cigarette use on school premises
  - 833 Use of Recreational Vehicles on School Property
  - 834 Possession or use of alcohol on school Property
  - 835 Domestic Pets on School Premises
  - 836 Building Control After 4:00
  - 837 Possession of firearms on school Property
  - 838 Use of School Forest
  - 839 Use of Weight Training Facilities
- 840 Public Gifts to the School
  - 841 Equipment Donations
  - 842 Chemical Donation
  - 843 Sponsorships
- 850 Public Sales or Solicitations
- 860 Visitors to the School
- \*870 Public Complaints
  - 871 Handling Complaints about Instructional Materials
  - 872 Administrative Procedures for the Investigation of Complaints Against School Personnel
    - 872 - FORM
- \*880 Relations with the Community, organizations, and government agencies
  - 881 Relations with Parent Organizations
  - 882 Relations with Law Enforcement Authorities
  - 883 Relations with Health Authorities
- \*890 Relations with Education Agencies
  - 891 Cooperative Education Programs
  - \*892 Relations with Colleges and Universities
    - 892.1 Student Teachers

\*identifies general policy category; is not currently represented by a policy statement

**SCHOOL-COMMUNITY RELATIONS GOALS**

The Wonewoc-Center Board of Education believes that the public schools belong in every sense to the people, reflect the community they serve, and can never be any stronger than the public is willing and able to make them.

All business transactions of the Board and decisions of the administration shall be considered public in nature, except as otherwise specifically governed by state law.

The Board feels that an informed public will be a supportive public, therefore, the Board will make every attempt to provide a flow of school information to the public through the various public and school media.

LEGAL REF.: Chapter 19 Wisconsin Statutes

APPROVED:

## **PUBLIC INFORMATION PROGRAM**

The Board recognizes the importance of having the informed support of the public. Therefore, public and school media shall be used to channel information about the school district and school activities into homes throughout the district. Specifically, the Board shall:

1. Give public notice of all Board and school district meetings and encourage citizens to attend such meetings, except those closed to the public for reasons outlined by state law.
2. Keep residents informed of Board actions, school activities and district policies through the news media and other school-sponsored media.
3. Encourage school personnel to contact parents frequently concerning the educational needs and accomplishments of their children.
4. Solicit the advice and counsel of citizens in planning and operating the school district.
5. Encourage use of community resources in order that each learning experience may be more realistic to each child.

CROSS REF.: 186, Advisory Committees to the Board  
187, Public Participation at Board  
Meetings 821, News Media Relations  
822, Access to Public Records  
881, Relations with Parent Organizations

APPROVED:

**SCHOOL DISTRICT NEWSLETTER**

The school may publish a newsletter to be posted on the website and distributed to parents of school children in the School District and the community members at large as deemed appropriate. Such publication should be carefully prepared under the supervision of the district administrator or designee.

**APPROVED:**

**Web Page Management**

The Technology Coordinator is responsible for assuring that the district website is operational and up to date. Personal and classroom website information is entered by any staff member with a login for their particular areas. The website is hosted by CMS4SCHOOLS.

**District use of Social Media**

The district does not implement or monitor any official social media such as facebook, twitter handle, g+ page, etc.

Staff members may setup their own personal pages and may request implementation of social media by request of the building principal.

## **NEWS MEDIA RELATIONS**

The Board recognizes that freedom of the press rests on the public's right to know about its institutions, including school systems. Unless prohibited or governed by local state or federal regulations, the Board encourages the news media to gather and release information about the school and encourages district personnel to avail themselves of services extended by the news media.

The Trail Communities Messenger and other news media upon request shall receive notification of all Board meetings. Information used within open regular or special Board meetings shall also be available to the news media. Information used within closed regular or special Board meetings may be available under laws governing dissemination of such information.

All press releases pertaining to particular grade levels or programs shall be cleared through the building principal. Press releases pertaining to the district as a whole shall be cleared through the District Administrator.

LEGAL REF.:     Sections 19.35 Wisconsin Statutes  
                          19.80  
                          19.81  
                          19.85



## **ACCESS TO PUBLIC RECORDS**

The Board of Education of the Wonewoc-Center School District shall allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator shall serve as the legal custodian(s) of all records and property of the school district, except as otherwise provided. The building principals shall serve as the legal custodians of student records. The legal custodians shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodians shall be authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodians may establish fees in accordance with state law. A list of such fees shall be made available at the district office.

A public records notice shall be displayed in designated locations throughout the district, and procedures shall be developed to implement this policy.

LEGAL REF.: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.12(28)

APPROVED:

**USE OF SCHOOL FACILITIES**

- A. The Board of Education recognizes the financial commitment of the residents of this School District in providing good quality facilities for the education program of the district, and encourages the use of the district's facilities by community organizations when they are not being used for the formal educational program of the School District.
- B. School-related organizations shall have priority in the use of school district facilities when they are not being used in the formal K-12 educational program.
- C. The use of school district facilities shall be under the supervision of a person who is over twenty-one years of age and has a school employee/board member who volunteers to be a supervisor or pays an employee to be here.
  - 1. Buildings and Grounds
    - a. Organizations located within the school district may, if no admission or fee is charged, use school district facilities without charge, except for the cost of custodial and kitchen services, if they are needed, as determined by the building principal. The building principal will require the organization's representative to sign a "Statement of Responsibility" prior to the use of the facility and notify the organization if there are any custodial charges.
    - b. There will be no rental charges for private usage of school facilities by school district residents for civic, social, recreational and religious activities. Should the activity require the presence of a cook or custodians, the fee charged will be his/her salary at time and a half.
    - c. The use of school facilities by organizations or individuals, whose place of business is not within the School District of Wonewoc-Center, may be granted only upon written approval of the District Administrator. The rental charges shall be \$200 plus expenses for private usage by individuals who do not live within the school district.
    - d. Scheduling the use of school district buildings and grounds shall be the responsibility of the principal, under the direction of the District Administrator.
    - e. The following activities shall not be permitted in/on school district facilities.
      - I. Activities that may damage the physical property of the district.

- a. The use of motor vehicles shall be limited to the parking lot area unless granted authorization by the District Administrator.
  - b. Horses and motorized vehicles other than cars and trucks shall not be permitted on school property unless granted authorization by the District Administrator.
2. Equipment
- a. School district equipment may be loaned for use by organizations in school facilities only. The organization shall be responsible for any damage or maintenance costs that be incurred. There may be a rental fee.
  - b. Tables and chairs may be borrowed by individuals or organizations within the school district with permission from principal and head custodian.
3. The non-school use of facilities and equipment by school district employees is permitted with approval of the building principal.

LEGAL REF.: Sections 120.10(9) & (10) Wisconsin Statutes

Written: December 10, 1990

Revised: November 21, 1997

Approved:

**FACILITIES USE REGULATIONS**

School district properties will be made available for community use in accordance with the following regulations:

1. Applications for use of school facilities are available in the respective school office. They must be approved one week in advance of the booking by the Principal.
2. One person from the requesting organization must be delegated to accept responsibility for the conduct of participants.
3. Groups using any school facility shall be responsible for the replacement of any unwanted destruction of school property. The Board shall be the sole judge of the cost of replacement.
4. No public dances shall be authorized in school-owned gyms.
5. The district administrator may grant permission to use the community athletic fields under extenuating circumstances.
6. The consumption of alcoholic beverages shall be prohibited on school grounds.
7. Tobacco use will not be allowed in school buildings or school vehicles or on school grounds.
8. The school district does not provide insurance for use of school facilities for groups or individuals. Each individual or group must provide its own insurance to insure that they are protected against liability.
9. Fee Schedule

It is the responsibility of the individual or group to request assistance for gaining entrance to the building, if needed, and to pay any necessary fees and to secure appropriate keys.

It is the responsibility of the individual or group to obtain a janitor or supervisor and to pay any necessary fees when a janitor or supervisor is not on duty.

- A. Non-political groups, non-religious groups, or civic organizations may use school facilities free of charge provided one staff member or school representative volunteers to be present to supervise. In the event that a supervisor must be assigned, the rates listed below shall apply.
- B. All other organizations, private individuals, political groups, religious groups, or groups charging an admission fee shall pay the following use of school facilities rates:

Custodial Fee:           \$10.00/hour (minimum \$10.00)

Kitchen Fee: \$10.00/hour (minimum \$10.00)

Classrooms and Cafeteria \$5.00/hour (minimum \$5.00)

Supervisor Fee: \$10.00/hour (minimum \$10.00)

Gymnasiums: \$10.00/hour (minimum \$30.00)

10. Any of the above fees may be waived by the District Administrator or Board.

**FACILITIES USE REQUEST FORM**

**NOTE: Read "Facilities Use Regulations" before completing this form.**

\*Name of the Individual/Group: \_\_\_\_\_

Name of Group Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*Facility Requested: \_\_\_\_\_

Date(s) of Usage: \_\_\_\_\_

Time of Usage (note a.m. or p.m.) \_\_\_\_\_

Purpose of Usage: \_\_\_\_\_

\*Will an admission fee be charged? If so, What is the fee? \_\_\_\_\_

\*Do you need assistance for gaining entrance to the building?  Yes  No

\*Do you need a supervisor?  Yes  No

Comments: \_\_\_\_\_

I hereby agree that I understand the following:

Liability Insurance - The school district does not provide insurance for this use. If we must provide insurance to insure that I Am/we are protected against liability.

Damage Reimbursement - I/We must reimburse the school for any damage to equipment, chairs, furniture, building, etc. The reimbursement shall be determined by the Waukegan-Center School Board.

Prohibition of Alcohol tobacco- Use of tobacco, alcohol, or any controlled substance is prohibited in all school facilities, school vehicles, and all school premises.

Clean-Up - I/We must clean up the facilities used or I/we may be charged for clean-up.

\_\_\_\_\_  
Signature of Individual or Group Representative

\_\_\_\_\_  
Date

TO BE COMPLETED BY BUILDING PRINCIPAL/A ADMINISTRATIVE BUILDING COORDINATOR:

Comments:  Approved  Denied \*Rental Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

Copies of this form to be sent by Principal to:

1. Individual or Group Requesting Use of School Facilities
2. District Administrator
3. Athletic Director (if facility requested is a gym)

\*See #9. Fee Schedule of 830-Rule, Facilities Use Regulations.

---

**PUBLIC CONDUCT ON SCHOOL PROPERTY**

The following behavior is prohibited by adults and students attending school functions in the Wonewoc-Center School District:

- I. Consumption of any intoxicating beverage, controlled substance and use of tobacco products.
2. Use of profane language; and
3. Any activity, action or conduct not conducive to accepted social behavior.

Any violation of the above shall result in dismissal from the function by a school official or designee.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes  
125.09(2) (c)  
167.32

**SPORTSMANSHIP POLICY**

- A. It shall be the policy of the Wonewoc-Center Board of Education and the Wonewoc-Center School District that the rules of good sportsmanship be followed at all times and at all home and away athletic events. To this end the following guidelines are established to insure appropriate behavior by coaches, players and fans. General conduct rules that will not be condoned include the following:
- B. The administration, game supervisor, and/or the athletic director will be in charge of monitoring the conduct rules and should infractions occur the following corrective actions will be taken:
1. On the first offense the offender will be given a warning.
  2. A second offense can result in the suspension of the offender for a period to include up to the next five (5) home events.
  3. On the occasion of the next violation the offender will be suspended for the remainder of the athletic season.
- C. Should a violation of the above conduct rules occur at a visiting school's athletic event and it is reported to the Wonewoc-Center's administration or athletic director the corrective actions listed above will be followed.

Adopted: February 4, 1993

Revised: November 24, 1997



**SCHOOLS ACTIVITY SUPERVISION**

- I. Supervisor should be here *Y* hour before the game begins. At this time the money box, tickets and programs should be taken down to the new gym area to the ticket taker.
2. At all events using the gym (basketball and volleyball) check doors to be sure they are locked, except for the door by the new gym area.
3. Collect money at the halftime of varsity basketball, football and at the end of the 1<sup>st</sup> game of varsity volleyball. Complete deposit slip-make night deposit of receipts.
4. Check to make sure score board lights are on, bleachers are out, PA system is on, and that the lights are on in the girls and boys bathrooms. If you need help with something contact the night janitor.
5. Be alert to officials as they pass to the locker room at halftime and at the end of the game.
6. Be prepared to escort referee and/or visiting team to the locker rooms.
7. Keep gates secure in upper and lower halls. Keep students out of the halls during volleyball and basketball games.
8. Be visible and moving. Document incidents and/or remove offenders from the game. Call police in case of fight or noncompliance.
9. Try to control crowd movement during game until timeouts. Keep fans off playing floor.
10. Activity supervisor has the authority to remove anyone from the premises who will not comply with instructions. Document these incidents.
11. Wait until the crowd is out of the building before supervisor leaves the building. If no custodian is on duty, check all exterior doors before you leave.

Revised: November 24, 1997

**TOBACCO AND E-CIGARETTE USE ON SCHOOL PREMISES**

In accordance with state law and the clean air act, smoking and other use of tobacco, or use of e-cigarettes shall be prohibited at all times on school premises.

"School premises" include school buildings and all property owned by, or under the control of the School District of Wonevok and Union Center. This includes all property and facilities owned or leased by the School District.

This policy is in effect for students and adults at all times of the day.

LEGAL REF: Sections        101.23 Wisconsin Statutes  
                                     120.13  
                                     121.02

APPROVED:

**USE OF RECREATIONAL VEHICLES ON SCHOOL PROPERTY**

No recreational vehicles, including snowmobiles, motor bikes, motor mini-bikes or motorcycles, may be driven or operated on any lands owned by the Wonewoc-Center School District. These vehicles may be operated on hard-surfaced roads or parking lots only by operators holding valid Wisconsin driver's licenses.

**ALCOHOLIC BEVERAGE POSSESSION AND/OR USE ON SCHOOL PREMISES**

No person shall consume intoxicating liquor, wine or fermented malt beverages or be in possession of an open container intoxicating liquor, wine or fermented malt beverages while on Wonewoc-Center School District property.

No person shall be in possession of intoxicating liquor, wine or fermented malt beverages on Wonewoc-Center School District property.

School District property refers to all premises owned by or under the control of the school district and in all vehicles whether owned, operated or used by the district for any district purpose by all persons at all times. School district property also includes rented property when such property is being used for school purposes.

Any person violating the provisions of this Board of Education policy shall be subject to Section 125.09(2) of the code of ordinances for the Village of Wonewoc.

APPROVED:

### **DOMESTIC PETS ON SCHOOL PREMISES**

The running of domestic pets at large on Wonewoc-Center School District property is strictly prohibited. Any domestic pet which is off the premises of its owner or keeper and unaccompanied by the owner or by some person under his direction, shall be deemed running at large.

No person shall permit any domestic pet owned or kept by him to run at large on Wonewoc-Center School District property. All domestic pets must wear an appropriate leash or collar for constraint.

It is the duty of the person attending domestic pets to clean up any droppings left by such pet on District property at the time droppings are made.

Violation of this district policy will result in Board of Education action and will be subject to Section 7.04.04(c) of the code of ordinances for the Village of Wonewoc or other municipal ordinances in the District.

**SCHOOLS BUILDING CONTROL AFTER 4:00**

- I. All students are to be out of the building no later than 4:00 p.m. each day unless they are under the direct supervision of a school official. School officials requesting or permitting students to be in the building after that time take full responsibility for seeing to it that:
  - a. The students actually leave the building.
  - b. All doors used are locked.

NOTE: Custodians are also given authority to usher students out of the building unless they are under a teacher's direct supervision.

2. School personnel who use the building and/or admit students are responsible for dismissing the students, checking restrooms, turning off lights, locking doors, and so forth.
3. Groups or organizations seeking to use school facilities or equipment must make arrangements through the head custodian and PreK-12 principal.

Revised: November 24, 1997

**POSSESSION OF FIREARMS ON SCHOOL PROPERTY**

The Wonewoc-Center school district prohibits the possession of firearms on school premises.

"School premises" include school buildings and all property owned by, or under the control of the School District of Wonewoc and Union Center. This includes all property and facilities owned or leased by the School District.

Excepted are:

- 1- Law enforcement officials in the performance of their duties.
- 2- Hunter Training classes with the permission of the building principal or district administrator as long as live rounds are not present.

APPROVED:

**USE OF SCHOOL FOREST**

The school forest is used by the school district as a training and educational site. The district is also responsible to assure that the land and forest are harvested with ecological considerations.

APPROVED:



**USE OF WEIGHT TRAINING FACILITIES**

The use of weight training facilities will be monitored and supervised at all time that students are present.

Community members are allowed to use the facility in accordance with times and restriction set by the school board.

Safety is the utmost concern. Using reasonable guidance, no person should be using the facility alone unless a supervisor is in the area.

## GRANTS AND GIFTS FROM PRIVATE SOURCES

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals. Any gift presented to the district should be accompanied by a letter from the donor for official action and recognition of the Board.

To be accepted, a gift shall:

- > have a purpose consistent with those of the school;
- > be offered by a donor acceptable to the Board;
- > not begin a program which the Board would be unwilling to continue when gift or grant funds are exhausted;
- > not bring undesirable or hidden costs to the district;
- > place no restrictions on the school programs;
- > not be inappropriate or harmful to the best education of students;
- > not imply endorsement of any business or product; and
- > not be in conflict with any provisions of policy, school code or public law.

All gifts, grants and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

The School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:           Sections 118.13 Wisconsin Statutes  
                              118.27  
                              PI 9.03(1) of the Wisconsin Administrative Code

## **EQUIPMENT DONATIONS**

Non-school groups, or school groups may donate equipment to a school building or the school district, or may purchase equipment on behalf of a school building or school district, only after the proposed equipment donation or purchase has been presented to and approved by the School Board.

Since the district carries full liability on this equipment, the Board must ensure that only appropriate equipment is provided. The determination of acceptability will be based on the Consumer Products Safety Commission Guidelines for Public Playground Safety and the Department of Natural Resources Playground Development document.

## CHEMICAL DONATION

The Wonewoc-Center School District will not accept chemical donations due to potential safety issues and disposal costs.

Upon occasion, businesses, schools or other organizations offer to donate chemicals (e.g. paints, lab chemicals) to the Wonewoc-Center School District. These offers are usually made to and accepted by individual faculty or staff members. In some instances, there is an immediate use for the product, but in many cases the chemicals are taken in anticipation of future use. Accepting donated chemicals has resulted in chemical management compliance issues, (e.g. labeling, storage, availability of MSDS, regulatory reporting), and, in many cases, the chemicals have eventually been disposed of as waste at significant cost to the School District.

The Wonewoc-Center School District discourages the acceptance of donated chemicals listed above because of issues such as: chemicals stored past the expiration date (in some instances form explosive materials), incompatible storage, flammable storage, lack of procedures for spill control, unlabeled containers or illegible labels, excessive quantities of chemicals, lack of knowledge of proper disposal of hazardous chemicals, staff that retain unused chemicals in case they are needed for future use (this is one reason that expiration dates are ignored and old bottles with illegible labels are kept), staff turnover, curriculum changes, inappropriate chemicals in flammable storage cabinets.

In order to evaluate the proposed use of donated chemicals within the School District and to ensure proper management of donated chemicals, all future donations must be approved by the Wonewoc-Center School Board. This policy also includes paints, solvents, fertilizers, herbicides, pesticides, and all other materials, products, and chemicals. If you have been offered chemicals that you would like to accept, please contact the District Administrator or Business Manager with the following information. Your request will be evaluated and you will be contacted to discuss the donation.

- Donor's name, organization, and phone number
- Product name(s), number of containers, and size
- Product expiration date, if any
- Reason the organization is donating the chemical
- When you would like to receive the materials
- Proposed use of the material and timeframe for use
- Proposed storage location
- Description of waste generated as the result of their use

**PUBLIC SALES OR SOLICITATIONS**

No organizations or individual shall use school property and/or school facilities for public sales or solicitations without first obtaining administrative approval.

LEGAL REF.: Section 118.12 Wisconsin Statutes

CROSS REF.: 373, Student Fund-raising Activities

## **VISITORS TO THE SCHOOL**

The Board and staff of the Wonewoc-Center School District welcome members of the community and other interested persons to visit the school.

In order to ensure that such visits do not interfere with the educational process, all visitors will be asked to report to the school office when entering the building to receive authorization to visit elsewhere in the building. It is recommended that a three day notice be given to the office before such visit so that staff can be provided with advance notice.

Any unauthorized person on school property will be reported to the building principal. The person may be asked to leave and, if circumstances warrant, the police may be called.

## **PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MATERIALS**

The Board of Education of the School District reserves to itself the final responsibility for all library and instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or library or instructional materials, these concerns shall be stated in writing, carefully considered, and accorded the courtesy of a prompt, written reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon the criteria for selection of library and instructional materials.

Concerned district residents shall be treated with respect at all times. As part of their in-service training, appropriate school employees shall be informed of this policy and receive the necessary training to implement it effectively.

The instructor whose course or instructional materials has been questioned shall be the first to reply to a complaint. If the complainant is not answered to his/her satisfaction, the complainant shall have the right to appeal through channels established by the district administrator. The course or library or instructional materials in question will not be removed or changed in any way during the complaint and appeal process.

Staff members shall attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

The School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:           Sections 118.13 Wisconsin Statutes  
                              121.02(1)(h)  
                              PI9.03(1) of the Wisconsin Administrative Code

CROSS REF.:           370, Selection of Instructional Materials  
                              411 Rule - Student Discrimination Complaint Procedures

**ADMINISTRATIVE PROCEDURES FOR THE INVESTIGATION  
OF COMPLAINTS AGAINST SCHOOL PERSONNEL**

1. When a citizen has a complaint concerning District personnel or District school(s), the citizen shall file a written complaint form with a member of the school administration staff or with a member of the Board of Education.
2. The School District Administration shall notify the Board of Education of written complaints received by the Administration. Written complaints received by the Board of Education shall be referred to the Administration.
3. The School District Administration shall investigate these written and signed complaints and shall prepare a written report within thirty (30) days for the complainant.
4. If the complaint is not resolved by the Administration's response, the citizen may request, in writing, that the Board of Education conduct a hearing to review the matter de novo (from the beginning).
5. In order to determine the need for a hearing, the Board of Education must determine if the complaint involves a substantial question of policy or importance to the District and that the Administration's investigation was deficient.
6. If the Board of Education decides to conduct a hearing, the individual named in the complaint, or the Principal of the school involved, shall be notified and advised of his/her right to be present at the hearing.
7. The Administration shall notify the complainant(s), the individual named in the complaint, and other concerned persons of the date and time established for the hearing.
8. The hearing shall be conducted in a manner which provides due process that all participate.
9. All written complaints and constructive criticism shall be communicated to the Superintendent of Schools.



The following form shall be used when a citizen wishes to file a complaint concerning school personnel or relating to the schools:

**COMPLAINT CONCERNING SCHOOL PERSONNEL OR SCHOOL**

Complaint initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person or school involved in complaint: \_\_\_\_\_

1. What is the nature of your complaint? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. On what date, or over what period of time, did the alleged episode or offense occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Have you taken any previous action regarding this matter? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What suggestions do you have to resolve the problem? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **RELATIONS WITH PARENT ORGANIZATIONS**

The Board encourages all staff members to work closely and in harmony with parent-teacher organization officers and directors in pursuit of the following goals:

1. To involve parents, other citizens and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children in school, in the community and at home.
2. To improve school/community/home relationships by enabling parents and school personnel to define the relationship to each other; define their roles as they pertain to children served by the schools; and, identify family needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students.
4. To sustain parental and community interest through a program of information and educational services.

**RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

A cooperative effort shall be maintained between the officials of the Wonewoc-Center School District and local law enforcement agencies. It is paramount that rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

## RELATIONS WITH HEALTH AUTHORITIES

The Board encourages district staff to work with the local, county and state health departments to maintain a healthful and safe school environment; to promote the good health of students and their families; to educate students in preventive medicine and good health practices; and, to help students develop a sense of responsibility for personal and community health.

Specifically, the Board approves of these cooperative health programs:

Health education. The school nurse or public health nurse will serve as a resource person, consultant and teacher of certain health topics.

Communicable disease control. Health authorities may be asked to train school personnel to identify symptoms of communicable diseases and to coordinate appropriate home follow-up procedures. School personnel shall notify health authorities of any known or suspected communicable disease in the school.

Screenings. Health authorities will work with school staff to screen student vision and hearing and to test students for scoliosis.

Resource persons for teachers. Teachers may consult health authorities about an individual student's health problems, or new approaches to health education.

Individual student consultations. Health officials may also be asked to be available to consult with students directly if any student so desires,

LEGAL REF.: Sections 121.02(1)(i) Wisconsin Statutes

143.02

143.03

143.12

APPROVED:

### **COOPERATIVE EDUCATION PROGRAMS**

The Wonewoc-Center School District shall participate in programs and services offered by Cooperative Educational Service Agency 4 & 5 (CESA # 4 & 5) whenever it finds such offerings desirable and cost efficient. Programs and services that may be considered would logically include those which serve a small percentage of the district's students, those which would be prohibitively expensive if implemented locally, and those which may be required by law or may be needed by instructional or administrative personnel.

Programs or services offered through CESA # 4 & 5 shall be considered individually by the Board, with input from the administrative staff.

LEGAL REF.:           Section 116.02 Wisconsin

**STUDENT TEACHERS**

The Wonewoc-Center School District may participate in student teaching programs with colleges and universities when such programs appear to be mutually beneficial.

Student teachers serving the district shall be under the supervision of the district administrator, building principal/unit leader and supervising teacher. They must obey all rules and regulations applying to the regular teaching staff, in addition to those specifically given to them by the administration and/or teacher training institution.

The district administrator shall report to the Board on a regular basis concerning the status of student teaching.