



Book	Policy Manual
Section	Vol. 34, No. 1, Dec. 2024
Title	Overview
Code	1-
Status	From Neola

WISCONSIN OVERVIEW AND COMMENTS

Volume 34, Number 1 December 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

Google Workspace for Education Terms of Service - Legal Alert

Policy Revisions

Policy 1100 - District Organization (Revised)

This policy has been clarified and previous optional language regarding consultants has been moved to new Policy 8125 - Consultants, and a reference to this policy is added to Policy 6320 - Purchasing.

Recommended for consistency with other policies.

Policy 1130 - Ethics and Conflict of Interest (Revised)

Policy 3230 - Ethics and Conflict of Interest (Revised)

Policy 4230 - Ethics and Conflict of Interest (Revised)

These policies have been revised for consistency, incorporating restrictions on the supervision of a relative, and includes options involving outside employment or consulting.

The revisions are recommended for broader application and consistency with other policies.

Policy 1241 - Non-Renewal or Termination of the District Administrator's Contract (Revised)

The title of the policy has been modified to more accurately reflect that the content specifically references the non-renewal or termination of the District Administrator. In addition, the policy has been modified to incorporate language consistent with the nonrenewal statute and references Policy 3140 as applicable to other administrators. (Policy 3140 is also revised as a technical correction to provide a cross-reference to this policy.)

Recommended for internal consistency.

Policy 2210 - Curriculum Development (Revised)

This policy has been revised by removing language that is part of the education outcome goals and expectations included in Section 118.01 of the Wisconsin statutes and not the curriculum standards as outlined in PI 8 of the Administrative Code. The appropriate language is included in Policy 2131 - Educational Outcome Goals and Expectations. The legal citations has been updated to accurately reflect the curriculum standards in PI 8.

This revision is recommended to accurately reflect the curriculum standards.

Policy 2270 - Religion in the Curriculum (Revised)

This policy is revised to add legal citations and to reflect the annual notice requirement in the law.

Policy 2271.01 - Start College Now Program (Revised)

The policy is updated to reflect that, in addition to any tuition cost, the law requires that the District pay the costs of course fees and books to the same extent that a student who is attending the technical college and who is a resident of this State would be charged.

This revision is recommended.

Policy 2416 - Student Privacy and Parental Access to Information (Revised)

This policy is updated to improve the arrangement of the policy provisions to be more user-friendly, and to update parental notification requirements.

Policy 2440.01 - Summer or Interim School Attendance (New)

This new policy is provided to separate the attendance rules for summer session as requested in a recent School District membership audit. Options are included for establishing minimum hours or percentage of attendance for purposes of earning credits for applicable summer school courses.

Adoption of this policy is recommended.

Policy 2464 - Advanced Learning Instruction ("Gifted and Talented") (Replacement)

This policy replaces the existing policy to account for significant revisions. The replacement policy includes new provisions, based on State-based statutory language and administrative regulations from the Wisconsin Department of Public Instruction. This policy was developed with the assistance of the Wisconsin Association for Talented and Gifted (WATG).

Adoption of this replacement policy is recommended.

Policy 3214 - Staff Gifts (Replacement)

Policy 4214 - Staff Gifts (Replacement)

These policies have been updated and restructured to present the more common scenarios involving gifts to or from staff.

Recommended but not required.

Policy 3281 - Personal Property of Staff Members (Revised)

Language has been added to this policy authorizing administration to require removal of inappropriate personal property from District premises.

Recommended for confirmation of such authority.

Policy 4124 - Notice of Reasonable Assurance of Employment (Revised)

This language in this policy has been modified to be more consistent with State statute.

Recommended for consistency with statute.

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

This policy is revised to incorporate verbiage regarding requirements to review a special education student's IEP to determine both space and service availability.

Adoption of this is recommended, and because this involves handling open enrollment applications, strongly recommended to improve a District's ability to successfully defend a decision to deny open enrollment.

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

This policy option is added pursuant to 2023 Wisconsin Act 195, effective March 2024, which permits a school to develop a plan to have available the use of bronchodilators, provided by prescription to the school. Doing so is voluntary, but provides the ability to protect students with severe asthma. Administration of a bronchodilator by school staff to a student must be consistent with the plan, involve staff training, and be administered only to students who have a prescription for their use.

Policy 5341 - Emergency Medical Authorization (Rescind)

This policy is rescinded because its contents are fully incorporated into Policy 5330 - Administration of Medication/Emergency Use.

Rescinding this policy is recommended to avoid confusion and duplication, as well as to remove a misleading reference to parental consent to provide emergency care to a student, which is not required by law.

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

The policy revisions are offered in consultation with representatives from the American Lung Association to provide options for incorporating smoking cessation programs into the student intervention process, as opposed to strictly punitive measures. Also added is a more descriptive policy position to promote respect for Native American ceremonial tobacco usage.

These recommendations are not required.

Policy 5611 - Due Process Rights (Rescind)

This policy is rescinded because its contents are already included in the more applicable Policy 5610 - Suspension and Expulsion.

Rescinding this policy does not diminish any student rights, but rather eliminates the potential for two (2) separate policies to become inconsistent over time and as a result impair students' and school officials' efforts to apply the student and parental rights associated with the disciplinary process.

Policy 5710 - Student Complaints (Rescind)

This policy is rescinded to avoid confusion regarding sources of student opportunities to raise concerns or complaints through appropriate channels. The concept of student participation in improving the educational environment is important. This policy identifies those sources, but inadvertently creates the impression of a separate complaint procedure created by this policy. Policy 9130 - Public Requests, Suggestions, or Complaints is the comprehensive policy for addressing any issues not addressed by another specific policy such as nondiscrimination or harassment among others.

Similar to the rescission of Policy 5611 - Due Process Rights, this policy serves to create possible confusion as to the proper procedure to follow in the event of a student complaint. Such confusion reduces the students' access to consistent predictable ameliorative procedures to address any complaints.

Policy 6231 - Budget Implementation (Revised)

This policy is revised to clarify language regarding fund balance expenditures consistent with current practices.

Recommended but not required.

Policy 6235 - Fund Balance (Revised)

This policy is updated to include additional rationale and options for a District's management of fund balances.

Recommended but not required.

Policy 6620 - Petty Cash (Revised)

This policy has been updated and simplified and provides an option for a petty cash fund limit.

Recommended but not required.

Policy 7410 - Maintenance (Revised)

Terminology in this policy has been updated and clarified.

Recommended but not required.

Policy 7430 - Safety Standards (Revised)

This policy has been revised to clarify what information is required to be reported to the Board.

Recommended for consistency with statutory requirements.

Policy 7440 - Facility Security (Revised)

The revisions to this policy clarify law enforcement contact and remove optional language.

Recommended for clarity in application.

Policy 7440.02 - Smart Sensor and Monitoring Technology (Revised)

This revision updates the title to better describe current technology and adds a definition corresponding to same.

Policy 7540.03 - Student Technology Acceptable Use and Safety (Revised)

Policy 7540.04 - Staff Technology Acceptable Use and Safety (Revised)

These policies are updated to reflect new requirements by the FCC in a District's Acceptable Use Policy.

These changes are recommended for legal compliance if the District receives Federal E-Rate funds through the Universal Service Program.

Policy 7540.07 - District-Issued Student E-Mail Account (Revised)

This policy is revised to include optional language regarding use of District-issued email addresses on other media accounts.

Recommended for current and comprehensive application.

Policy 8120 - Volunteers (Revised)

This policy is revised to clarify options regarding volunteer background checks and statutory requirements to conduct background checks on Board member's who volunteer.

Reference to the use of software intake systems (e.g. Raptor) is also added for those Districts that use such software.

Policy 8125 - Consultants (New)

This new policy is added to provide clear direction from the Board to administration regarding the scope of authority and process to engage a variety of educational consultants that provide services to support the schools' programming.

Adoption of this policy is recommended.

Policy 8305 - Information Security (Revised)

This policy revision provides cross-references to related policies, and includes additional language regarding limitations on the public discussion of cyber-security measures.

These revisions are recommended, but not required.

Policy 8395 - Student Mental and Physical Health Services (Revised)

This policy is revised to reflect the provision of both mental and physical health services in school, both through school resources (i.e., student services, guidance services, and school nursing services). The policy is also updated to better reflect the option for arrangements for on-site health services provided by outside agencies, either in-person or virtually, as supplementary to services provided by school staff.

Adoption of these revisions is recommended, but not required.

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

This policy revision is provided to allow for circumstances where a District may have one (1) or more of its schools qualify for the CEP program but others that do not. By incorporating the CEP option as part of the general policy language, the policy will not need to be updated in the event a District's school or schools become eligible.

This revision is recommended, but not required. If your District has any school that qualifies for the CEP option, this revision is strongly recommended.

Policy 8600 - Transportation (Revised)

This policy revision clarifies the transportation obligations for a student with a disability as defined in their individualized education program (IEP).

This revision is recommended, but not required. If not adopted, transportation for students receiving special education services must still be provided consistent with the students' IEP.