

Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of PUBLIC INFORMATION PROGRAM
Number	po9120*
Status	

9120 - **PUBLIC INFORMATION PROGRAM**

The Board of Education believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding school operations and will utilize, insofar as practical, all appropriate means and media to achieve this end.

Legal

Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Number po9130*
Status

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 of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines 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, and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. 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 Superintendent for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

Generally, if the matter concerns a staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

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 the immediate supervisor.

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.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the Superintendent, the individual(s) may request a conference with the Superintendent. 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; and
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;

The request must be submitted promptly after discussion with the staff member's supervisor. The Superintendent shall respond to the individual(s). The Superintendent may advise the Board of any resolution of the matter at his/her discretion.

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 Superintendent, the individual(s) may submit a written request to the Board Clerk to address the matter. Any such

request must be submitted within five business days of receiving the Superintendent's response.

The Board, after reviewing all material relating to the matter, may provide the individual(s) with a written response.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the Superintendent for further assistance.

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the person responsible and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

Guidelines for Matters Regarding Enrollment Disputes

If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Residency or Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the Director of Teaching and Learning and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

Guidelines for Matters Regarding Instructional Materials

The Superintendent shall ensure that students and parents are adequately informed 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 Policy 2414.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Director of Teaching and Learning, in writing, and shall include:

1. (author;
2. title;
3. publisher;
4. the complainant's familiarity with the material objected to;
5. sections objected to by page and item;
6. reasons for objection.

B. (Upon receipt of the information, the Director of Teaching and Learning **may**,

after advising the Superintendent of the complaint,

and upon the Superintendent's approval,

appoint a review committee, which shall comply with the open meetings law, consisting of:

1. one (1) or more professional staff members or

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).

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 in question

may not be

withdrawn from use pending the committee's recommendation to the Superintendent.

F. The committee's recommendation shall be reported to the Superintendent in writing within twenty (20)_____ business days following the formation of the committee. The Superintendent will advise the individual(s), in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

G. The individual(s) may appeal the Superintendent's recommendation within five (5)_____ business days to the Board. 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.

No challenged material may be 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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Legal 118.01, Wis. Stats.
 118.019, Wis. Stats.
 20 U.S.C. 1232h

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of CITIZENS' ADVISORY COMMITTEES
Number po9140*
Status

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the Superintendent. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Superintendent, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the Superintendent. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent with the advice of the President.

The Superintendent shall transmit the contents of any communication from a committee to the Board, as appropriate.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

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Legal 19.81 et seq., Wis. Stats.

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of SCHOOL VISITORS
Number po9150*
Status

9150 - **SCHOOL VISITORS**

The Board of Education 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.

The Superintendent has the authority to 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 staff person in charge is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

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.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

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

by the Board.

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, s/he should discuss the situation first

with the Superintendent

as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

Legal

301.475(3)(c). Wis. Stats.

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS
Number po9151*
Status

9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education 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 the following locker room privacy policy.

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 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 to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

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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Legal 175.22, 942.08, 942.09, Wis Stats.

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Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of PUBLIC ATTENDANCE AT SCHOOL EVENTS
Number	po9160*
Status	

9160 - **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education 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.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent.

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.

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 Superintendent 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 Superintendent.

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"Upon request to the District Office, 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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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

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of CHARGES FOR CAREER AND TECHNICAL EDUCATION PROJECTS
Number po9190*
Status

9190 - **CHARGES FOR CAREER AND TECHNICAL EDUCATION PROJECTS**

It is the policy of the Board of Education to approve school sponsorship of functional occupational projects as part of the Career and Technical Education instruction related to the occupations being taught by the District school(s).

as long as they do not compete with local community businesses.

Functional projects may be accepted by the teacher with the approval of the Superintendent.

Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students.

Patrons shall be charged only for the actual cost of materials used in completing instructional projects.

Legal

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Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of PARENT ORGANIZATIONS
Number	po9210*
Status	

9210 - **PARENT ORGANIZATIONS**

The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 District Support Organizations.

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Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of DISTRICT-SUPPORT ORGANIZATIONS
Number	po9211*
Status	

9211 - **DISTRICT-SUPPORT ORGANIZATIONS**

The Board of Education 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 Superintendent 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.

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 similar functions.

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Book 1ST DRAFT POLICY CLEAN
Section 9000 Relations
Title OPERATIONS FOR DISTRICT-SUPPORT ORGANIZATIONS
Number po9211.01
Status From Neola

9211.01 - **OPERATIONS OF DISTRICT-SUPPORT GROUPS**

- A. School boards are given authority in State law to review, accept and use monies from individuals or groups that support programs or activities sanctioned by the school district.
- B. A booster/support groups must have a Constitution, By-Laws or "Statement of Purpose" that is submitted and approved by the Building Principal.
- C. Booster/support group meeting schedules and agendas must be presented to the Principal by the faculty advisor prior to the meeting. A copy of the minutes must be sent to the Principal following the meetings.
- D. Booster/support groups or individuals who raise funds for student-related activities are subject to the same regulations as school organizations in regard to fundraising. They must, prior to initiating a student-related fundraising activity, meet with the Building Principal to discuss the following and receive his/her approval:
 - 1. the school's fundraising calendar
 - 2. accepted fundraising procedures, time, place and circumstances of fundraising
 - 3. use of the school district's name -- implied or stated
 - 4. procedures for directing funds to school-related activities
 - 5. limitations on fundraising formats
 - 6. Wisconsin Interscholastic Athletic Association (WIAA), conference and Wisconsin School Music Association (WSMA) regulations.
- E. Fundraising activity restrictions include:
 - 1. sale, service or advertising from sources that include alcoholic beverages, tobacco products and other products/services of questionable social value
 - 2. use of raffles (without proper licensing) or other gambling
 - 3. directly soliciting money from businesses, groups or individuals when no product or service is provided
 - 4. giving monetary or valued merchandise to individual students because of a superior performance
 - 5. giving extra monetary or valued merchandise awards to coaches or advisors
 - 6. selling or contracting sales on school property during school hours
- F. If an advisor or booster/support club representative is not willing to accept the response from the Building Principal, s/he may appeal through the regular chain of command to the District Administrator and Board of Education.
- G. Booster/support group officers shall meet with the Building Principal, or designee, each year to discuss the working partnership and orient new members to the group.

Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of RELATIONS WITH PARENTS
Number po9250*
Status

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:

parent-teacher conferences to permit two-way communication between home and school

meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems

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

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

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

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;

sending children to school with proper attention to their health, personal cleanliness, and dress;

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;

reading all communications from the school, signing, and returning them promptly when required;

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	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING
Number	po9270*
Status	

9270 - **HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING**

The Board of Education encourages the enrollment of all school-age children residing in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Private or Tribal 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 at the high school 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 **may** allow any student who is being educated at a private school or a tribal school to participate, if space is available, in any of the District's non-WIAA sanctioned athletic or extra-curricular 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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Legal	118.145(4), Wis. Stats.
	118.133, Wis. Stats.
	118.53, Wis. Stats.

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Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	Copy of RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS
Number	po9500*
Status	

9500 - **RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the Board of Education 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 Superintendent may enter into such cooperative ventures with institutions or organization 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 Superintendent shall keep the Board advised of any arrangements that would affect 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 Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial school.

Legal

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title PARTNERSHIPS WITH BUSINESS
Number po9555*
Status

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 significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

Legal

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS
Number po9600*
Status

9600 - **STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The Board of Education 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 Superintendent 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 Superintendent shall support community activities and events which are related to District Courses of Study are incorporated, as appropriate, into such courses as either required or enrichment assignments.

Legal

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Number po9700*
Status

9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool related agency or organization, public or private, without the approval of the Superintendent or its delegated representative; 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.

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.

A. Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the Superintendent on the basis of the proposed activities or materials educational contribution to part or all of the school program, benefit to students; and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent.

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;
5. unless the student body as a whole derives benefit from such activities;
6. cause the participants to leave the School District, unless:

- a. the Board's Policy 2340 - Field and Other District- Sponsored Trips has been complied with in all aspects.

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 Superintendent.

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 only with the advance permission of the Superintendent.

The Superintendent will 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. no materials from any profit-making organization are distributed for students to take home to their parents.
unless authorized by the Superintendent;

D. Solicitation of Funds

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 Superintendent.

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.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

This policy does not apply to the raising of funds for District- sponsored or school-sponsored activities.

Use of the name, logo, or any assets of the District, including, but not limited to, facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

E. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations which 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 unlawfully discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

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.

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.

In accepting the offer of such scholarships or prizes, 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 District will periodically review their 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.

G. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

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Legal 118.125, Wis. Stats.

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Book	Mauston - Neola Model Policies
Section	9000 Relations
Title	ADVERTISING AND COMMERCIAL ACTIVITIES
Number	po9700.01*
Status	

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.

The Board of Education 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:

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);

fundraising 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.

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);

media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);

free samples (e.g., of food or personal hygiene products).

Indirect Advertising:

corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;

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 material 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.

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 approval of the Board or its designee.

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:

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.

Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.

The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.

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.

No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.

No advertisement may contain libelous material.

No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.

No advertisement shall be false, misleading or deceptive.

Each advertisement must be reviewed in advance for age appropriateness.

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.

All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.

Students shall not be required to advertise a product, service, company or industry.

The Superintendent is responsible for screening all advertising.

The Superintendent may require that samples of advertising be made available for inspection.

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.

Final discretion regarding whether to advertise and the content and value of the materials will be with the Superintendent.

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 Superintendent and the Board informed 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
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties

The Superintendent shall negotiate all such agreements with the advertiser.

Accounting

Advertising revenues must be properly reported and accounted for as per Board policy.

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title Copy of HIGH SCHOOL DIPLOMAS TO VETERANS
Number po9800*
Status

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 **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 **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 **may** award a diploma posthumously and present that diploma to a surviving relative of the veteran.

Information regarding the application for a veteran's diploma is available at the District Office.

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Legal 45.001(5), Wis. Stats
 120.13(37), Wis. Stats

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Book Mauston - Neola Model Policies
Section 9000 Relations
Title VETERANS AS CLASSROOM VOLUNTEERS
Number po9800.01*
Status

9800.01 - **VETERANS AS CLASSROOM VOLUNTEERS**

The Board of Education 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 Public Instruction 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 Public Instruction a form signed by the school principal or the Superintendent verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

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