

Book Policy Manual
Section VOL. 25, NO. 2
Title PUBLIC EXPRESSION OF BOARD MEMBERS
Number po0143.1 REVISED VOL. 25, NO. 2
Status First Reading

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. on social media;
- C. to local officials and/or State officials.

Sometimes the public statements by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents ~~may can~~ cause issues for embarrass both the member, and the Board, as well as the dDistrict. Therefore, Board members should, when writing or speaking on school matters on social media, to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the District Administrator and other Board employees
 - 3. routine "thank you" letters of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent annually to local media by the Board President.

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Last Modified by Marilyn Powers on November 16, 2017

Book	Policy Manual
Section	VOL. 25, NO. 2
Title	OFFICERS
Number	po0152 REVISED VOL. 25, NO. 2-Board
Status	First Reading

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

120.05, Wis. Stats.

Election of officers shall be by a majority of voting members~~the full Board~~. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

120.10, 120.15 et seq., Wis. Stats.

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	SPECIAL MEETINGSmp092717
Number	po0164.2 REVISED VOL. 25, NO. 2
Status	First Reading

Special meetings of the Board may be called by the President or a single board member in consultation with the Board President ~~by the written request of a majority of a majority of the member of the Board~~ provided there is compliance with the notice provision of these Bylaws and State law.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

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Book Policy Manual
 Section VOL. 25, NO. 2
 Title AGENDA
 Number po0166 REVISED VOL. 25, NO. 2 Board
 Status First Reading

The District Administrator shall prepare and submit to each Board member an ~~a-written~~ agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the District Administrator on information relating to the District with such recommendations as s/he shall make.

Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be mailed or delivered, electronically or in person, to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be (available) or mailed or delivered no later than three days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the District Administrator and provided ~~submitted~~ to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

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Legal [19.84\(3\) Wis. Stats](#)

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	VOTING
Number	po0167.1 BYLAW VOL. 25, NO. 2 Board
Status	First Reading

All regular and ~~those~~ special meetings of the Board ~~at which the Board is authorized to perform business~~ shall be conducted in public. No act shall be valid unless ~~otherwise required by law, or Board bylaw consistent with law, approved at a meeting of the Board by a majority vote of the members present at the meeting, unless otherwise required by law,~~ and a proper record made of the vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

19.83, Wis. Stats.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call

provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

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Legal [66 OAG 318 \(1977\)](#)

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	CLOSED SESSION
Number	po0167.2 VOL. 25, NO. 2 (TECHNICAL CHANGE-REMOVE CODE)-Board
Status	First Reading

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (19.85(1)(b))
- C. consider the employment, promotion, compensation, or performance-evaluation data of any employee; (19.85(1)(c))
- D. considering strategy for crime detection or prevention; (19.85(1)(d))
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85(1)(e))
- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85(1)(g))
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats.; (19.85(1)(h))

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

Recording of Closed Sessions

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed or photographed without prior approval of the Board. Any such recording, film or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

~~66-OAG-318 (1977)~~

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	E-MAIL - PUBLIC RECORDS
Number	po0167.6 REVISED VOL. 25, NO. 2 Board
Status	First Reading

There should be no expectation of privacy for any messages sent by e-mail. All ~~e-mail messages~~ sent or received by any member of the Board in the course of conducting the business of the Board, not using the District provided e-mail address, shall be provided to the District's Records Custodian or the District Administrator for preservation. Such records may be subject to disclosure under the Public Records ~~law~~ Act.

The District Administrator, in consultation with the District Records Custodian, shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

Board members are required to provide to the Records Custodian all e-mail communications, when sent or received on an e-mail address other than the District provided e-mail address, using the procedure developed by the District Administrator and Records Custodian without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Act.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the Custodian or District Administrator.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account.

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	BOARD-DISTRICT ADMINISTRATOR RELATIONSHIP
Number	po1210 REVISED VOL. 25, NO. 2
Status	From Neola

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the input or recommendation ~~recommendation~~ of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 - Development of Administrative Guidelines. ~~His/Her methods should be made known to the staff through the administrative guidelines of the District.~~ The Board shall retain oversight supervision of any such administrative guidelines established by the District Administrator to implement Board policy.

The District Administrator and those administrators directed by the District Administrator shall attend all Board meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the District Administrator, in meeting the goals established by the Board, through annual evaluations of the District Administrator's performance. ~~The Board, in formulating its position with regard to the performance of the District Administrator, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.~~

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	SCHOOL COUNSELING mp100317 Board
Number	po2411 POLICY VOL. 25, NO. 2
Status	First Reading

The Board of Education requires that a planned program of school counseling be an integral part of the educational program of the District. Such a program shall be available to all students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") ~~race, color, national origin, gender, disability, or other protected characteristic~~ and should be developmentally appropriate and:

assist students in achieving their optimum growth;

enable students to draw the greatest benefit from the offerings of the instructional program of the schools;

assist students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;

help integrate all the student's experience so that s/he can better relate school activity to life outside the school;

help students learn to make their own decisions and solve problems independently;

enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;

The District Administrator ~~shall be directed to~~ implement the school counseling ~~and guidance~~ program which carries out these purposes and:

honors the individuality of each student;

is integrated with the total educational program;

The Board shall provide the following services, through the counselors' office, for students who have limited English proficiency:

- A. an effective instructional program and supportive services appropriate to meet the needs of the student;
- B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve the skills of such students in the use of their native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to ELL programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

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Book Policy Manual
Section VOL. 25, NO. 2
Title PARENTAL/POLICE ACCESS TO LIBRARY mp100317
Number po2416.01 REVISED VOL. 25, NO. 2
Status First Reading

The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the instructional material, resources and services students choose to use at the District's Libraries.

Parents or guardians or legal guardian of a student under the age of sixteen (16) have the right to review, upon request (see Form 2416.01 F1), library records relating to the use of the library's documents or other materials, resources or services by the student

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

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Sec. 43.30 (1m), Wis. Stats.

43.30(5), Wis. Stats.

Book	Policy Manual
Section	VOL. 25, NO. 2
Title	CAREER AND TECHNICAL EDUCATION PROGRAM
Number	po2421 REVISED VOL. 25, NO. 2 Board
Status	First Reading

The mission of career and technical education is to provide an opportunity for students to develop knowledge needed for success in employment, to build foundations for further education, and to acquire independent living skills.

The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.

~~The Board of Education recognizes that not all students wish to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers.~~

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

in the labor market as employable individuals immediately after graduation with productive, saleable skills;

in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;

in the world of work while continuing their education in order to help offset higher education expenses.

a career and technical education program which shall include:

Industrial-Technical Education;

Family and Consumer Education;

Business Education;

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

a shared-time program outside of school;

The programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

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Legal [118.01\(2\)\(b\), 118.15\(1\)\(b\), Wis. Stats.](#)
[P.I. 8.01\(2\)\(k\)\(2b\), 8.01\(2\)\(l\), Wis. Adm. Code](#)

Book Policy Manual
Section VOL. 25, NO. 2
Title SUMMER OR INTERIM SESSION SCHOOL Board
Number po2440 REVISED VOL. 25, NO. 2
Status First Reading

The Board of Education may

conduct a summer program or an interim session program occurring outside of the periods of regular instruction and which do not count towards the minimum hours of instruction required by law, for the purpose of

academic instruction

recreational activities

at the K-12 levels

for resident students of this District.

and such other students as the Board may admit.

Summer and interim session school instruction shall be designed to provide opportunities for students to:

improve a poor grade;

improve learning skills;

make up a failed course;

enrich a scholastic program;

explore new academic areas.

The Board shall annually approve a summer school program and/or an interim session school program. In order to support such a program of instruction, the Board will:

employ teaching and administrative staff;

purchase such books, materials, supplies, and equipment as may be necessary;

make available school facilities as required;

provide necessary custodial services.

Reasonable fees may be charged to all students for social, recreational, or extra-curricular summer or interim session classes in accordance with DPI regulations.

With regard to transportation, the Board

does not accept responsibility for any student.

accepts responsibility for students with disabilities as so determined by ~~disabled and disadvantaged students if~~ the IEP Team ~~Committee so determines.~~

The District Administrator shall be responsible for developing administrative guidelines for the operation of the summer and/or interim session program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.

Book Policy Manual
Section VOL. 25, NO. 2
Title ALTERNATIVE EDUCATION PROGRAMS
Number po2451 REVISED (TITLE CHANGE) VOL. 25, NO. 2 Board
Status First Reading

The Board of Education recognizes that the regular high school program may not be appropriate for all students. ~~There are those who~~ Some students may need an alternative education program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements ~~education but are unable or unwilling to participate properly in the District's established program.~~

The Board **may**

provide an alternative high school education program for such students. In implementing this policy, the District Administrator will comply with the requirements specified in Section 118.15, Wis. Stats.

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Legal [118.15, Wis. Stats.](#)

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Book Policy Manual
Section VOL. 25, NO. 2
Title DRUG-FREE WORKPLACE
Number po3122.01 REVISED VOL. 25, NO. 2 Board
Status First Reading

The Board of Education believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs.

~~Consistent with the Drug-Free Workplace Act,~~ The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with

the Employee Handbook

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

~~P.L. 101-12620 U.S.C. 3224A~~

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	STAFF ETHICS
Number	po3210 REVISED VOL. 25, NO. 2 Board
Status	First Reading

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

recognize basic dignities of all individuals with whom they interact in the performance of duties;

represent accurately their qualifications;\exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

seek and apply the knowledge and skills appropriate to assigned responsibilities;

keep in confidence legally-confidential information as they may secure;

ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

avoid accepting anything of value offered by another for the purpose of influencing judgment;

adhere to the policies of the Board;

refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

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Book	Policy Manual
Section	VOL. 25, NO. 2
Title	ATTENDANCE
Number	po5200 REVISED VOL. 25, NO. 2 Board
Status	First Reading

5200 - **Attendance**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than 2 days duration;
- D. repeated unexplained absence and tardiness; or

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by his/her parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

A. Suspension or Expulsion

The student has been suspended or expelled.

B. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

C. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

D. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

written

personal

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building Administrator.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail, which contains the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up course work and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

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Legal [115, 118.15, 118.125\(2\), 118.153, 118.16, 118.162, Wis. Stats.](#)

Last Modified by Marilyn Powers on November 16, 2017

Book Policy Manual
Section VOL. 25, NO. 2
Title RELEASE OF STUDENTS TO AUTHORIZED PERSONS mp100317
Number po5230 REVISED (TITLE CHANGE) VOL. 25, NO. 2
Status First Reading

~~It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.~~

~~The Board of Education recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day.~~

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order ~~has been awarded custody of the student by the courts~~, the responsible parent of custody shall provide the school with a copy of the Court custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by a parent with authority to do so ~~the parents~~.

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Last Modified by Marilyn Powers on November 20, 2017

Book	Policy Manual
Section	VOL. 25, NO. 2
Title	WEAPONS mp100317
Number	po5772 REVISED VOL. 25, NO. 2
Status	First Reading

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

items pre-approved by the principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, ~~except those protected at all times by a cable or trigger lock,~~ and live ammunition will never be approved);

theatrical props used in appropriate settings; and

a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

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