

**School District of Mishicot
Notice of Board of Education Meeting
Monday, June 8, 2026
Policy Committee Meeting
Middle/High School Conference Room
660 Washington Street
Mishicot, Wisconsin 54228
3:30 PM**

Agenda

1. Call to Order	
2. Approve Policy Committee Agenda	
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4. Action Items	
A. Recommendation to Forward Above Listed Policy Revisions to the Board of Education for First Reading	
5. Adjournment	

Any person needing special services to address the Board of Education should contact the Board of Education Office at 920-755-4633 to receive help in making arrangements. 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.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ORIENTATION
Code	po0142.7 *
Status	
Adopted	March 12, 2007
Last Revised	May 14, 2018

0142.7 - **ORIENTATION**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member no later than ~~his/her~~ **the new member's** first regular meeting as a Board member for ~~his/her/their~~ use and possession during the term on the Board the following items:

- A. access to the Board policy manual
- B. a copy of each current employee handbooks(s)
- C. the current budget statement and related fiscal materials
- D. **(X-)** District Administrator's contract, evaluation process/forms, and other pertinent employment documents
- E. **(-X)** review of any pending District litigation
- F. **()** review of student achievement data and trends
- G. **(X)** review of Board responsibilities and committees
- H. **(X)** ~~WASB Login Access~~ **[other materials]**

Each new Board member shall be invited to meet with the Board President, the District Administrator, and/or the Business Manager to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

Revised 7/23/14
Revised 8/24/15

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of MEETINGS
Code	po0164 *
Status	
Adopted	July 22, 2024

0164 - **MEETINGS**

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Change of Regular Meetings

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

Special Meetings

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

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.

Notice of Meetings

Public notice of all Board meetings, shall be given pursuant to statute. Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one (1) of the following ways:

- A. posting the notice in at least three (3) public places likely to give notice to persons affected;
- B. posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or
- C. by paid publication in a news medium likely to give notice to persons affected.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (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 notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

Virtual Participation in Meetings

[DRAFTING NOTE: Choose one or both of the options below.]

[Option 1]

[] Unless Generally, the Board does not allow virtual participation, unless otherwise determined by the () Board, (), Board President, **[END OF OPTION]** or due to an order by an authorized authority preventing in-person attendance at a meeting. Board members are expected to attend meetings in person at the location set by the Board for the meeting.

[OPTION 2]

X A Board member may attend virtually in instances where a member is unable to attend in person **(-X)** due to a scheduled absence from the District or due to an illness or a physical restriction preventing attendance **[END OF OPTION]**. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in the meeting. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.

[END OF OPTIONS]

[DRAFTING NOTE: This option may be selected if one of the options above is selected.]

~~-X~~ A Board member may only attend closed session portions of meetings in person (**X**) unless the Board member verbally represents that they are alone and their physical location is secure from any third parties overhearing the proceedings in closed session **[END OF OPTION]**. **[DRAFTING NOTE: Take this option only if you took Option 1 above.]** () Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.**[END OF OPTION]** **[END OF OPTIONAL PARAGRAPH]**

[DRAFTING NOTE: If considering prohibiting closed session virtual attendance while allowing open session virtual attendance, consultation with District legal counsel is recommended.]

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Board members are not provided with technology to facilitate remote Board attendance unless the Board authorizes such expenditure.

[END OF OPTION]

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member’s absence provided that a quorum is still present.

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Legal	19.84, Wis. Stats.
	120.11, Wis. Stats.
	985.05(3), Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of CONSENT AGENDA
Code	po0166.1 *
Status	
Adopted	November 14, 2016

0166.1 - **CONSENT AGENDA**

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board-:

- A. ☒ minutes of prior Board meetings;
- B. ☒ reports of Board committee meetings;
- C. ☒ bills for payment;
- D. ☒ acceptance of bids;
- E. ~~hiring~~ ☐ employment of personnel;
- F. ☒ resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.;
- G. ☐ resignations and leaves;
- H. ☐ gifts, grants, and donations;
- I. ☐ revisions to handbooks (e.g., student, staff, athletic/activities code);
- J. ☐ revisions or deletions of existing bylaws/policies; **[Drafting Note: This should not be included if two readings have been selected by the Board in Policy 0131.1 - Bylaws and Policies.]**
- K. ☐ other routine items as presented by the District Administrator.
- L. ☐ _____

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the District Administrator or any Board member thinks the item requires further discussion.

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ANNUAL REPORT
Code	po0174.1 *
Status	
Adopted	March 12, 2007

0174.1 - **ANNUAL REPORT**

The Board Clerk, or an Administrator if authorized in accordance with () Bylaw 0152 - Officers (**X**) Board action **[END OF OPTIONS]**, shall file with the Department of Public Instruction (DPI) (publish) an annual District report by September 1st in the format prescribed by the ~~Department of Public Instruction~~ DPI as required by law.

120.18, Wis. Stats.

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po1130 *
Status	
Adopted	March 12, 2007
Last Revised	April 25, 2022

1130 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties or the service is ~~not~~ provided to students enrolled in one or more class with an administrative staff member;

2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
 3. the use, sale, or improper divulging of any privileged information ~~through his/her access to School District records,~~ about a student or client, ~~gained~~ **granted** in the course of the ~~administrative employee's, officer's, or agent's employment or professional relationship with the School District~~ **through their access to School District records;**
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. ~~Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.~~ **Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.**

Administrative employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25 or less.

- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Administrative employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - **Staff Discipline**.

No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to the District Administrator, or in the case of the District Administrator, such notice

must be provided to the Board. () No administrative employee shall receive compensation, including payment for expenses, from any outside organization for any activity related to the administrator's occupation as a professional educator without Board approval.

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use the employee's his/her public position to obtain a financial gain or anything of substantial value for oneself himself/herself or the employee's his/her immediate family, as defined in 19.42(7), Wis. Stats.

Revised 3/14/16

Revised 9/9/19

Revised 7/20/20

Revised 1/25/21

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Legal 19.42(7), 19.59, 946.13, Wis. Stats.
2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP
Code	po1210 *
Status	
Adopted	March 12, 2007
Last Revised	April 25, 2022

1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board 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 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~~ **administrative head** of the District, is the primary professional advisor to the Board. **As such, the District Administrator 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. The Board shall retain oversight of any administrative guidelines established 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.

In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01 - Threatening Behavior Toward Staff Members, ~~Policy 4362.01 – Threatening Behavior Toward Staff Members~~, or Bylaw 0144.5 - Board Member Behavior, **Communications** and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.

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. **As the administrative head of the District, the District Administrator may delegate duties and responsibilities, including those contained in Board policy, to appropriate members of the staff. Those staff performing such duties and responsibilities shall be held accountable by the District Administrator for their performance as employees of the District. [] The Board shall hold the District Administrator accountable for the administration of the District, actions taken by the District Administrator, and the District Administrator's personal behavior. (See Policy 1240 - Evaluation of the District Administrator) [END OF OPTION]**

[X] Individual Board members who receive communications regarding matters within the purview of the administration including, but not limited to, personnel concerns or student/parent concerns, shall immediately refer concerns to the District Administrator, or if the concern relates to the District Administrator, to the Board President. [END OF OPTION]



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Special Update - Act 57 - February 2026 Revised STUDENT SUPERVISION AND WELFARE
Code	po1213 *
Status	
Adopted	August 24, 2015
Last Revised	May 22, 2023

Revised Policy - Special Update

1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator and/or harm to the welfare of the student(s). X It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. [END OF OPTION]

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline, up to and including discharge.

Required Notification

The District Administrator shall notify the parent(s) or guardian(s) of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

- A. Sexual misconduct by a school staff member against a student;
- B. A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or
- C. A registered sex offender has intentionally captured an image of a minor student without the parent's or guardian's written consent.

Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

Timing and Method of Notification

Timing

- A. If the report is received before the end of the regular school day, the District shall notify the parent or guardian by 5:00 p.m. that same day.

- B. If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.

Method

- A. Notice must be provided in person or by phone (including voicemail) to the parent(s) or guardian(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.
- B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

Annual Notice of Rights

The District shall provide an annual notice to all parents and guardians informing them of their rights to access records related to the discipline of a school employee under public records law. ~~This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 – Child Abuse and Neglect.~~

Standard of Care of Students

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Administrators () are discouraged from engaging (X) shall not engage [END OF OPTIONS] students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses only. [DRAFTING NOTE: Must be consistent with selections made in Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, Policy 7540.04 - Staff Technology Acceptable Use and Safety.]
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This

provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

X] Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (**X**), or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse, abandonment, or neglect.

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

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Legal	48.981, Wis. Stats.
	118.07(6), Wis. Stats.
	948, Wis. Stats.
	948.095, Wis. Stats.

Last Modified by Cory Erlandson on June 5, 2026



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of DEVELOPMENT OF ADMINISTRATIVE GUIDELINES
Code	po1230.01 *
Status	
Adopted	March 12, 2007

1230.01 - **DEVELOPMENT OF ADMINISTRATIVE GUIDELINES**

The Board ~~of Education~~ delegates to the District Administrator the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the District Administrator recommends Board adoption.

The District Administrator may also issue such administrative and student handbooks as ~~the District Administrator s/he~~ may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

[X] The District Administrator may consult with appropriate District leadership and stakeholders, when appropriate, during the development of administrative guidelines. **[END OF OPTION]**

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

[X] All current administrative guidelines **(X)** and handbooks **[END OF INTERNAL OPTION]** shall be published on the District website and be readily accessible to staff, students, parents, and community members to ensure transparency and ease of access. **[END OF OPTIONAL SENTENCE]** ~~A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office.~~

[X] The District Administrator shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board. **[END OF OPTION]**

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Legal 118.24, Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of EVALUATION OF THE DISTRICT ADMINISTRATOR
Code	po1240*
Status	
Adopted	March 12, 2007

1240 - **EVALUATION OF THE DISTRICT ADMINISTRATOR**

The Board of Education believes it is essential that it evaluate the District Administrator's performance periodically in order to assist both the Board and the District Administrator in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, no later than April 1st evaluate the performance of the District Administrator. (See Policy 1110 - **Assessment of District Goals**) Such evaluation shall include an assessment of:

- A. the progress toward the educational goals of the District;
- B. the working relationship between the Board and the District Administrator;
- C. the Board's own effectiveness in providing direction to the District Administrator.

Such assessments will be based on defined quality expectations developed by the Board for each **criterion** ~~criteria~~ being assessed.

The Board and the District Administrator, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such method may include:

- A. the District Administrator's own self-analysis of the current status of the District;
- B. the active participation of each Board member;
- C. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and District Administrator;
- D. evaluation interviews between the Board and District Administrator during which no other business is discussed;
- E. the District Administrator's assessment of Board efficiency and effectiveness.

As an outcome of the evaluation of the District Administrator's performance, the Board should be prepared to judge the advisability of retention of the District Administrator and be prepared better to:

- A. **(X)** make decisions related to the District Administrator's contract renewal;
- B. **(X)** determine the District Administrator's salary **(X)** and performance-based incentives **[END OF OPTION]**;
- C. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- D. establish specific objectives, the achievement of which will advance the District toward its goals;
- E. **(X)** determine progress toward District strategic goals as outlined in Policy 1110 - Assessment of District Goals;
- F. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

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115.415, 118.24, 120.12(2m), 121.02(1)(a), 121.02(1)(g), Wis. Stats.

PI 8.01(2)(a)

PI 8.01(2)(g)

PI 34.03

PI 34.32(1)

PI 47



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR
Code	po1241
Status	
Adopted	March 12, 2007
Last Revised	July 20, 2020

1241 - NON-RENEWAL OR TERMINATION REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR'S CONTRACT-ADMINISTRATOR

The Board has an obligation to the students, parents, and residents of this District to employ the professional leadership the Board feels best suited to meet the educational needs of the students. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.

If the District Administrator's performance is found to be unsatisfactory by the Board, the District Administrator shall be notified in writing by the President. The District Administrator shall normally be given an opportunity to address identified deficiencies in performance. ~~correct the conditions.~~

If the Board intends to consider non-renewal of the District Administrator's contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private-hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the District Administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full membership of the Board.

Non-renewal or unilateral terminator of the District Administrator's contract shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator. ~~The Board President, with the assistance of Board legal counsel, shall be responsible for compliance with non-renewal or termination procedural requirements.~~

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated. Policy 3140 - Non-Renewal, Resignation, and Termination applies to administrators other than the District Administrator.

Revised 8/24/15



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	
Adopted	February 27, 2012
Last Revised	February 8, 2021

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The Board authorizes the District Administrator to place an administrator on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The District Administrator may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the District Administrator or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, - Nondiscrimination Based on Genetic Information of the Employee the District Administrator shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the District Administrator, such refusal shall subject the administrator to disciplinary action.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.025 Family & Medical Leave of Absence (FMLA) as provided by law.

In the event the District Administrator is the administrator subject to this policy, the Board **President** shall direct the appropriate actions pursuant to this policy **and Policy 1260 - Incapacity of the District Administrator**.

Revised 9/25/17

Revised 2/11/19

Revised 7/20/20

T.C. 2/8/21

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Legal

111.32 et seq., the Wisconsin Fair Employment Act

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT
Code	po2131.01
Status	
Adopted	November 11, 2013
Last Revised	February 8, 2021

2131.01 - **READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT**

The Board shall approve a program of reading goals for students for grades four year-old kindergarten to **twelve(12)** ~~12~~.

To promote **students'** ~~student's~~ reading skills, the Board requires the District Administrator to employ a certified reading specialist who will be responsible to develop and coordinate a comprehensive reading curriculum for students in grades four (4) year-old kindergarten to **twelve (12)** ~~12~~. The District Administrator may fulfill this obligation by contracting with another District or with the Cooperative Educational Service Agency for the services of a certified reading specialist.

The goals shall be based on an assessment of existing reading needs of students. Subsequently the students shall be assessed based on the reading goals.

The Reading Specialist shall annually prepare a report evaluating the reading curriculum of the School District and forward the report to the District Administrator who shall present the report to the Board.

Assessments of Reading Readiness

An appropriate, valid, and reliable assessment of literacy fundamentals selected by the **Department of Public Instruction (DPI)** ~~Board or the operator of each charter school established under 118.40(2r) or 118.40(2x), Wis. Stats.,~~ shall be administered annually to each student enrolled in four (4) year old kindergarten through second grade. The Board or operator of each charter school established under 118.40(2r) or 118.40(2x), Wis. Stats., shall require that the assessment selected evaluates whether a student possesses phonemic awareness and letter sound knowledge.

The results of a student's assessment shall be reported to the student's parent.

A student whose assessment indicates that **the student** ~~s/he~~ is at risk of reading difficulty shall be provided with interventions or remedial reading services.

Interventions or remedial reading services shall be provided for a student in **five (5) year old kindergarten to grade three (3)** ~~four year old kindergarten to grade 4~~ if **the student is identified as at-risk based on the assessment tool. any of the following occurs:**

Interventions

Within the period of time specified by law, the District Administrator shall, for each student identified as at-risk, do the following:

- A. Create a personal reading plan for the student that includes at least all of the following:
1. The student's specific early literacy skill deficiencies, as identified by the applicable assessment.
 2. Goals and benchmarks for the student's progress toward grade-level literacy skills.
 3. How the student's progress will be monitored.
 4. A description of the interventions and any additional instructional services that will be provided to the student to address the student's early literacy skill deficiencies.
 5. The programming using science-based early reading instruction, as defined in s. 118.015 (1c) (b), that the student's teacher will use to provide reading instruction to the student, addressing the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.
 6. Strategies the student's parent is encouraged to use to help the student achieve grade-level literacy skills.
 7. Any additional services available and appropriate to accelerate the student's early literacy skill development.
- B. Provide the interventions described in the student's personal reading plan to the student, as soon as practicable.
- C. Monitor the student's progress at least weekly using the method described in the student's personal reading plan to determine whether the student demonstrates an inadequate rate of progress.
- D. Provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the student's personal reading plan signed by the student's parent.
- E. After providing the interventions described in the student's personal reading plan to the student for ten (10) weeks, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

- ~~A. The student fails to meet the reading objectives specified in the reading curriculum plan maintained by the school board.~~
- ~~B. The student fails to score above the state minimum performance standard on the reading test and:~~
- ~~1. A teacher in the School District and the student's parent agree the pupil's test performance accurately reflects the student's ability; or~~
 - ~~2. A teacher in the School District determines, based on other objective evidence of the student's test performance, that it accurately reflects the student's reading ability~~
 - ~~3. The student's reading assessment under 118.016, Wis. Stats. indicates that the pupil is at risk of reading difficulty. If this subdivision applies, the interventions or services provided the pupil shall be scientifically based and shall address all areas in which the pupil is deficient in a manner consistent with the state standards in reading and language arts.~~

Revised 7/23/14
Revised 3/14/16
T.C. 2/8/21

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Legal 115.77, 118.015, 118.016, 121.02 (1) (c), 121.02 (1) (d), Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	March 12, 2007
Last Revised	June 25, 2025

2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a district curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined to include all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. incorporate State-recommended performance standards for students as the bases for determining how well each student is achieving curriculum objectives;
- D. encourage students to utilize guidance and counseling services in their academic and career planning;
- E. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- F. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- G. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- H. provide regular instruction in foreign language in grades 7 and 8;

- I. in one (1) of grades 5 to 8 and in one (1) of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- J. incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- K. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides ;
- L. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- M. ~~provide for multicultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African Americans, Asian Americans, Hispanic Americans, and Native Americans.~~

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

Revised 7/20/20

Revised 4/24/23

Revised 8/28/23

T.C. 6/25/25

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Legal 118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats.
 PI 8.001(6g)
 PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Code	po2261.01
Status	
Adopted	March 12, 2007
Last Revised	April 12, 2021

2261.01 - PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year, the District Administrator shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement plan (referred to as "policy" in Federal law) to establish expectations for the involvement of such parents and family members in the education of their children. The content and effectiveness of the proposed plan (policy) shall be reviewed and approved annually by the Board District and distributed to parents and family members of children receiving Title I services.

In accordance with Federal law, the proposed plan (policy) must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

- A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;
- B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;
- D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:
 1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
 3. strategies to support successful school and family interactions;

E. use the findings of the above-referenced evaluation to:

1. design evidence-based strategies for more effective parental involvement; and,
2. revise the parent and family member engagement policy, if necessary;

F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family member engagement policy;

G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children), including providing information and school reports in a format, and to the extent practicable, in a language language, such parents can understand;

H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;

I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

K. involve parents in the planning, review, and improvement of the Title I program;

L. communicate information concerning school performance profiles and their child's individual performance to parents;

M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;

N. provide timely responses to parental questions, concerns, and recommendations;

O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;

P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

B. Supporting programs that reach parents and family members at home, in the community, and at school.

C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.

E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The District Administrator must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, ~~on-going~~ ongoing and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.
- D. Parents of participating students must be provided with:
 - 1. timely information about the Title I program and the school's parent and family member engagement policy;
 - 2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;
 - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.
- E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the District Administrator.
- F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:
 - 1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;
 - 2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;
 - 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the District Administrator and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

- A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);

- C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);
- E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;
- F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the District Administrator and building principals may also:

- A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;
- B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;
- C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- D. train parents to enhance the involvement of other parents;
- E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- F. adopt and implement model approaches to improving parental involvement in Title I programs;
- G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

Revised 1/8/18
 Revised 7/20/20
 T.C. 4/12/21

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Legal 20 U.S.C. 6318
 34 C.F.R. Part 200 et seq.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of START COLLEGE NOW PROGRAM
Code	po2271.01
Status	
Adopted	February 11, 2019
Last Revised	February 8, 2021

2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District, if attending the District as a non-resident.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of **the student's** intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461 - **Children At-Risk of Not Graduating from High School**;
- D. must not be ineligible for participation for having failed a previous class under **either this program or the Early College Credit Program (Policy 2271)** and failing to reimburse the Board for any costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

Undue Financial Hardship

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

Reimbursement for Course Failing Grade

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent or guardian, or the student if the student s/he is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

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T.C. 2/8/21

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Legal 38.12(14), Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	
Adopted	March 12, 2007
Last Revised	October 29, 2024

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

[NOTE: The following arrangements to protect privacy or equivalent must be inserted.]

Parent's Right to Inspect Surveys

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

Student Privacy

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

Personal Information for Marketing or Sale

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curricular and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

Notice Requirements

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
2. the administration of any survey by a third party that contains one or more of the items described in A through H above

B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curricular and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

Definitions

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Revised 4/12/21

Revised 4/24/23

T.C. 10/29/24

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Legal

20 U.S.C. 1232g, 20 U.S.C. 1232h



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of INTERSCHOLASTIC ATHLETICS
Code	po2431 *
Status	
Adopted	March 12, 2007
Last Revised	April 25, 2022

2431 - INTERSCHOLASTIC ATHLETICS

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The District Administrator is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.

The Board ~~further adopts those~~ eligibility criteria that meet or exceed the Wisconsin Interscholastic Athletic Association (WIAA) standards. **[X]** The Board further adopts the Name, Image, Likeness (NIL) compensation standards set by the ~~Constitution of the Wisconsin Interscholastic Athletic Association (WIAA)~~, and directs the District Administrator to provide interscholastic athletics for students in accordance with the WIAA Constitution, Bylaws, and Rules of Eligibility. ~~and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.~~ **Consider Drafting Note? [DRAFTING NOTE: If the District chooses this option, the district must comply with the WIAA's NIL policies and will likely be responsible for assuring that student athletes follow the rules as well. It is recommended that districts give a copy of the WIAA policies to students who participate in their sanctioned sports, especially those participating in NIL. Districts must monitor students who are participating in NIL, because if a student violates the WIAA policies, the district, the school, the team, and the student can be sanctioned by the WIAA for violations.]**

The District Administrator is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures against those who violate these sportsmanship expectations.

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement

that any such problems have or are being treated and pose no threat to the student's participation.

- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.
- D. Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- C. support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

Revised 1/8/18

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Legal 120.12(23), Wis. Stats.
 P.I. 9.03(1)(h), Wis. Adm. Code



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of LIBRARIES
Code	po2522 *
Status	
Adopted	April 12, 2021
Last Revised	May 22, 2023

2522 - **LIBRARIES**

The Board believes that school libraries are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a libraries in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school libraries are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator, in collaboration with the District's library media specialist, shall establish procedures consistent with the District's long range plan for library services development related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.

The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for (X) 3 years before new requests for reconsideration of those items will be entertained.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Library Information

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

Parents 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.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

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Legal	null
	43.70, 43.72, 121.02(1)(h), Wis. Stats.
	PI 8.01(2)(h) and PI 9.03(1)(e)



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08 *
Status	
Adopted	March 12, 2007
Last Revised	August 24, 2015

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches shall be consistent in sports governed by the WIAA with WIAA rules and guidelines.

~~Members of the district professional staff will be afforded first opportunity for coaching positions, provided they are qualified for the position.~~

☐ As openings occur they shall be noticed in appropriate locations. **[END OF OPTIONAL PARAGRAPH]**

☐ Applications for co-curricular/extra-curricular activities will be made in writing to the () Activities/Athletic Director () **[END OF OPTIONAL PARAGRAPH]**

☐ The Activities/Athletic Director will vet the candidates and conduct interviews which will include another member of the Administration. **[END OF OPTIONAL PARAGRAPH]**

[Drafting Note: Select either Option #1 or Option #2]

Option #1

☐ The District Administrator shall make a recommendation to the Board for approval.

Option #2

☒ The District Administrator or designee is responsible for making employment decisions for co-curricular/extra-curricular positions. **END OF OPTIONS]**

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter which specifies the assignment and the stipend associated with the assignment. There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a ~~teaching or administrative staff member~~ ~~member of the teaching staff or administrative staff~~ shall not be incorporated into the staff members regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

[X] Prior to the end of the school year, District-employed coaches and advisors, who the District intends to employ for the ensuing school year, will receive a written notice of reasonable assurance of continued employment. Issuance of a notice of reasonable assurance to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term. **[END OF OPTION]**

Any coach not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 Grievance Procedure or Policy 4340 – Grievance Procedure.

Revised 7/9/12

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213 *
Status	
Adopted	March 12, 2007
Last Revised	May 22, 2023

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of the staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Standard of Care of Students

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.
- C. A professional staff member should not volunteer to assume responsibility for duties they are cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - **Transportation by Private Vehicle for District-Sponsored Activities or Trips**. This does not apply to any student who is the professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - **Use of Social Media**), except for appropriate academic, extra-curricular, and/or professional uses **consistent with** Policy 7540 - **Technology**, Policy 7540.03 - **Student Technology Acceptable Use and Safety**, Policy 7540.04 - **Staff Technology Acceptable Use and Safety**.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction or comment pertaining to any student on personal or unauthorized social networking media or similar forums. The provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330-Student Records, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

X Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor **(-X)**, or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 – Child Abuse and Neglect, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

Revised 7/23/14

Revised 8/26/19

Revised 7/20/20

Revised 4/12/21

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Legal

48.981, 948, 948.095, Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of STAFF GIFTS
Code	po3214
Status	
Adopted	March 12, 2007

3214 - STAFF GIFTS

~~The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

~~Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 1130/Policy 3230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po3230 *
Status	
Adopted	August 24, 2015
Last Revised	April 25, 2022

3230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's or agent's duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Professional employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

- 1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties or the service is not provided to students enrolled in one or more class in which the staff member is a teacher or aide;

2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
 3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- E. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$35.00 or less.

- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - Staff Discipline.

No professional staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first (X) providing notice to () obtaining the approval of [END OF OPTION] the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify

either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use ~~his/her~~ the employee's public position to obtain a financial gain or anything of substantial value for ~~oneself himself/herself~~ or ~~his/her~~ the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 3/14/16

Revised 2/11/19

Revised 9/9/19

Revised 7/20/20

Revised 1/25/21

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Legal	19.59, 19.42(7), 946.13, Wis. Stats.
	2 C.F.R. 200.12
	7 C.F.R. 3019.42
	2 C.F.R. 200.113
	2 C.F.R. 200.318
	7 C.F.R. 3016.36(b)(3)



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281 *
Status	
Adopted	August 24, 2015
Last Revised	October 29, 2024

3281 - **PERSONAL PROPERTY OF STAFF MEMBERS**

Employees may bring personal property (X), including personal communication-devices, [END OF OPTION] to school either for reasons associated with professional employment responsibilities or for use during off-duty time (X) (see Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices) [END OF OPTION] (X) in accordance with the Teacher-Employee Handbook [END OF OPTION].

The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on District -Board property. Administrators are authorized to direct employees to remove inappropriate personal property from District premises.

T.C. 10/29/24

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of EMPLOYEE LEAVES
Code	po3431 *
Status	
Adopted	July 9, 2012
Last Revised	October 29, 2024

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence), Policy 3430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 3432 (Employee Sick Leave/Paid Time Off), and Policy 3430 (Leaves of Absence).

A. **Sick Leave**

☒ Staff members are eligible for sick leave as specified in the Employee handbook. **[END OF OPTION]**

☐ Staff members are eligible for sick leave as specified in Policy 3432 - ☐ Employee Sick Leave ☐ Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**

B. **Personal Leave**

☒ Staff members are eligible for personal leave as specified in the Employee Handbook. **[END OF OPTION]**

☐ Staff members are eligible for personal leave as specified in Policy 3432 - ☐ Employee Sick Leave ☐ Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**

C. **Bereavement Leave**

☒ Staff members are eligible for bereavement leave as specified in the Employee Handbook. **[END OF OPTION]**

☐ Staff members are eligible for ____ () days of bereavement leave in the event of the death of a relative. Relative in this policy shall include spouse, ☐ domestic partner, **[END OF OPTION]** parents, son, daughter, siblings, ☐ aunts, **[END OF OPTION]** uncles, ☐ cousins **[END OF OPTION]**. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service.

Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

[END OF OPTION]

D. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

[DRAFTING NOTE: Boards may opt to include the following language. If the first option is selected, the District shall determine which of the following options to select regarding the paid status of Uniformed Services Employment and Reemployment Act (USERRA) leave. If the District does not choose to include the following language, no further selections in this section regarding military leave need to be made. Regardless of the inclusion or exclusion of this language in the policy, Boards are still obligated to fulfill their obligations pursuant to USERRA as detailed in the Military Leave Legal Memo.]

☐ Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) ☐ shall be unpaid unless the employee elects to use other paid leave available to the employee ☐ shall be paid **[END OF OPTIONS]**. **[END OF OPTIONAL PARAGRAPH]**

☐ Any compensation received for absences under this section shall be reduced by the amount the employee is paid for required service. **[END OF OPTIONAL PARAGRAPH]**

[DRAFTING NOTE: Selections above must be consistent with the District's determinations in similar types of leave, for example, if no pay is provided for jury duty absences or the like, pay for military absences may not be required, or if pay is offset by amounts received from the sources of the activity, i.e., jury duty, that may be handled similarly in the case of USERRA-covered leave.]

E. **Leave for Jury Duty**

☒ Staff members who are called to jury duty shall be excused as specified in the Employee Handbook. **[END OF OPTION]**

☐ Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their _____ when they are called for jury duty or a court appearance and shall call in on each morning to report whether s/he is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Exempt employees will receive full pay and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty. () Jury assignments resulting in a full week of absence will only be paid if the exempt employee elects to use accrued paid leave. **[END OF OPTION]**

Teaching staff () will be paid regular pay during any work days missed due to jury duty () will not be paid for hours of work missed due to jury duty unless they elect to use paid time off **[END OF OPTION]**. Teaching staff who receive pay for any time spent on jury duty are required to turn over any pay received from the court to the District.

While on jury duty, staff members are required to report on a daily basis their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the _____ a record from the court of the number of days served.

[END OF OPTION]

F. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

G. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

H. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote

while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

I. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

J. Leave to Testify

K. Any employee who is issued a subpoena to testify in a ~~criminal court~~ legal proceeding shall be provided the following:

1. If the proceeding relates to a ~~criminal matter~~ matters under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving immediately notifies the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees);
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), () or any proceeding involving matters arising within the employee's course of employment [END OF OPTION] shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

6.76, 7.33, 103.87, 103.88, Wis. Stats.

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6.76, 7.33, 103.88, Wis. Stats.



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Title	Copy of EMPLOYEE SICK LEAVE
Code	po3432 *
Status	
Adopted	July 9, 2012

3432 - **EMPLOYEE SICK LEAVE**

Employees are eligible to use paid sick leave in accordance with this policy. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as early as possible Sick leave is available for use by employees for:

- A. illness of the employee
- B. ☒ appointments for medical, dental, chiropractic, or other health care needs;
- C. ☒ illness ☒ or appointments for medical, dental, chiropractic, or other health care needs **[END OF OPTION]** of close relative or member of household;
- D. ☒ death of close relative or member of household.

The District Administrator or Principal may request a health care provider's note verifying the employee's or approved family member's illness in any case. In any case in which an illness causes absence from work in excess of five (5) consecutive working days or ten (10) working days in one school year, the employee may be required to provide certification from a health care provider of the illness. Failure to produce a doctor's excuse within thirty (30) days of the request will result in forfeiture of pay for the days absent without a doctor's excuse. Absences of more than three consecutive work days may be counted as leave under the FMLA (See Policy 3430.1).

Each member of the professional staff employed on a full-time basis, unless otherwise specified in an individual contract, shall be entitled to ten (10) days of sick leave as of the first day of employment of each contract year.

Carryover of Unused Sick Leave

Unused sick days may be carried over for use by the employee in future years. Employees may accrue up to a total of 100 days of sick leave.

Accrued Sick Leave at End of Employment

Sick leave that is not used during employment will be lost and not paid out to the employee upon termination for any reason.

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Last Modified by Cory Erlandson on June 5, 2026



Book	Policy Manual
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Title	Copy of JOB-RELATED EXPENSES
Code	po3440 *
Status	
Adopted	March 12, 2007
Last Revised	December 4, 2023

3440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

[X] Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

[] Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152), above and beyond regular dependent care that directly results from travel to conferences, are allowable provided that 1) the costs are a direct result of the individual's travel for the Federal award; 2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and 3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency

[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District travel.]

[] The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.

[X] Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

[DRAFTING NOTE: This draft policy includes the Federal rules for commercial airfare and temporary dependent care costs. Based on State or local laws and policies, School Districts may decide that all temporary dependent care costs or commercial airfare costs in excess of the basic least expensive unrestricted accommodations class are unallowable under any circumstance.]

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

The validity of payments for job-related expenses shall be determined by the District Administrator.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 - Grant Funds.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or designee), must apply to travel under Federal awards.

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

~~5 U.S.C. 5701-11~~

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2 C.F.R. 200.474

5 U.S.C. 5701-11



Book	Policy Manual
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Title	Copy of LETTER OF REASONABLE ASSURANCE
Code	po4124
Status	
Adopted	August 24, 2015

4124 - **LETTER NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

~~Support~~ Prior to the conclusion of each school year, support staff employed in instructional year positions ~~less than year-round positions~~ shall be ~~issued~~ notified, in writing, a letter of reasonable assurance of continued employment for the subsequent school year ~~or term~~ when such employment is anticipated.

~~A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.~~

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

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Legal 108.04 (17)(d), Wis. Stats.



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Title	Copy of TERMINATION AND RESIGNATION
Code	po4140 *
Status	
Adopted	March 12, 2007
Last Revised	April 9, 2012

4140 - **TERMINATION AND RESIGNATION**

TERMINATION

Employment of support staff employees may be terminated upon a majority vote of the Board of Education. **[DRAFTING NOTE: Unlike administrators and teachers, there is no statutory requirement that the Board terminate support staff. For maximum flexibility and expedience in managing vacancies, it is recommended the Board delegate support staff termination authority to the District Administrator.]**

Support staff employees subject to termination ☒ may ☐ shall **[END OF OPTION]** be given an opportunity to resign.

RESIGNATION

A support staff member may resign by filing a written resignation with the District Administrator.

☒ A resignation, once accepted, may not then be rescinded. **[END OF OPTION]**

☒ The District Administrator may act for the Board in the acceptance of a resignation. **[END OF OPTION]**

Revised 12/17/07

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po4162 - Rescind Policy
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Last Revised	April 25, 2022

~~4162~~ **CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS**

Purpose

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug free and alcohol free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

Covered Employees

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. The policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety sensitive" functions.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP).

- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post accident testing for drugs and alcohol under the following circumstances:

1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
 2. When the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
 - F. on a follow up basis.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. ~~the dangers and adverse effects of drug and alcohol use;~~
- B. ~~indicators of probable alcohol misuse and controlled substance abuse;~~
- C. ~~Board Policy 4122.01—Drug-Free Workplace and Policy 4161—Unrequested Leaves of Absence/Fitness for Duty;~~
- D. ~~the sanctions that may be imposed for violations of Policy 4122.01.~~

~~The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.~~

~~The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:~~

- A. ~~testing of all first and second test urine samples~~
- B. ~~clear and consistent communication with the District's Medical Review Officer (MRO)~~
- C. ~~methodology and procedures for conducting random tests for controlled substances and alcohol~~
- D. ~~preparation and submission of all required reports to the District, the MRO, and to Federal and State governments~~

~~The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.~~

~~Return-to-Duty (Safety Sensitive Positions)~~

~~Employees who are removed from performing safety sensitive functions as a result of this policy must take and pass a return to duty test before returning to performing safety sensitive functions. The return to duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety sensitive duties.~~

~~Subject to any legal requirements, employees who are eligible to return to performing safety sensitive functions may not do so without the approval of the District Administrator.~~

~~Revised 11/11/13~~

~~Revised 2/11/19~~

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Legal

49 C.F.R. 382.101 et seq.



Book	Policy Manual
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Title	Copy of STUDENT SUPERVISION AND WELFARE
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4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of the staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - **Child Abuse and Neglect**.

Standard of Care of Students

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety **and Reporting of Crime Statistics**. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - **Transportation by Private Vehicle for District-Sponsored Activities or Trips**. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to their health.
- H. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - **Use of Social Media**), except for appropriate academic, extra-curricular, and/or professional uses ~~only consistent with~~ Policy 7540 - **Technology**, Policy 7540.03 - **Student Technology Acceptable Use and Safety**, and/or Policy 7540.04 - **Staff Technology Acceptable Use and Safety**.¹
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330-Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

[-X] Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor **(-X)**, or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 – Child Abuse and Neglect, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

48.981, Wis. Stats.

118.07(6), Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

Revised 7/23/14

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48.981, 948, 948.095 Wis. Stats.



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4214 - STAFF GIFTS

~~The Board of Education considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

~~Based on the foregoing premise, it is the policy of the Board that support staff members may accept gifts of nominal value from students or parents.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid embarrassment of students who are unable or whose parents are unable or unwilling to provide support staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.



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4230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and District's employees, officers, and agents is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support staff employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;

3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;
 4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- E. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the support employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.
- Support employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$35.00 or less.
- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 4139 - **Staff Discipline**.

No support staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first (x) providing notice to () obtaining the approval of **[END OF OPTIONS]** the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her the employee's public position to obtain a financial gain or anything of substantial value for himself/herself oneself or his/her the employee's immediate family, as defined in 19.42(7), Wis. Stats.

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Revised 9/9/19

Revised 7/20/20

Revised 1/25/21

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Legal 19.59, 19.42(7), 946.13, Wis. Stats.

2 C.F.R. 200.12

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

7 C.F.R. 3019.42



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4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4136 (Unrequested Leaves of Absence), Policy 4430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 4432 (Employee Sick Leave/Paid Time Off), and Policy 4430 Leaves of Absence).

A. **Sick Leave**

☒ Staff members are eligible for sick leave as specified in the Employee Handbook. **[END OF OPTION]**

☐ Staff members are eligible for sick leave as specified in Policy 4432 - ☐ Employee Sick Leave ☐ Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**

B. **Personal Leave**

☒ Staff members are eligible for personal leave as specified in the Employee Handbook. **[END OF OPTION]**

☐ Staff members are eligible for personal leave as specified in Policy 4432 - ☐ Employee Sick Leave ☐ Employee Paid Time Off. **[END OF OPTIONAL SENTENCE]**

C. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook:

1. Category 1: Up to three (3) days per case without loss of pay and not counted against any other accrued leave for relatives, defined in this policy as including: husband, wife, child, father, mother, brother, sister, mother-in-law, father-in-law, grandchild, son-in-law, daughter-in-law and the corresponding step-family member for each relative in this category.
2. Category 2: Up to one (1) day per case without loss of pay and not counted against any other accrued leave for relatives defined in this policy as including: grandparent, grandparent-in-law, brother-in-law, sister-in-law and the corresponding step-family member for each relative in this category.
3. The use of leave is expressly for the purpose of attending services or making arrangements for service prior to such service. Bereavement leave may not be used for any other purposes. Any funeral leave beyond first three (3) days will be charged against sick days.

D. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

[DRAFTING NOTE: Boards may opt to include the following language. If the first option is selected, the District shall determine which of the following options to select regarding the paid status of Uniformed Services Employment and Reemployment Act (USERRA) leave. If the District does not choose to include the following language, no further selections in this section regarding military leave need to be made. Regardless of the inclusion or exclusion of this language in the policy, Boards are still obligated to fulfill their obligations pursuant to USERRA as detailed in the Military Leave Legal Memo.]

() Absences due to military leave covered by the Uniformed Services Employment and Reemployment Act (USERRA) () shall be unpaid unless the employee elects to use other paid leave available to the employee () shall be paid **[END OF OPTIONS]. [END OF OPTIONAL PARAGRAPH]**

() Any compensation received for absences under this section shall be reduced by the amount the employee is paid for required service. **[END OF OPTIONAL PARAGRAPH]**

[DRAFTING NOTE: Selections above must be consistent with the District's determinations in similar types of leave, for example, if no pay is provided for jury duty absences or the like, pay for military absences may not be required, or if pay is offset by amounts received from the sources of the activity, i.e., jury duty, that may be handled similarly in the case of USERRA-covered leave.]

E. Leave for Jury Duty

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

Staff members who are called to perform their civic responsibility as a potential juror, shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their Building Principal when they are called for jury duty or a court appearance and shall call in each morning to report whether he or she is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members that miss work due to jury duty will be provided their full compensation for any time lost provided that any jury fees received by the staff member are signed over to the District.

Staff members will receive full pay, and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a record from the court of the number of days served.

F. Personal Leave

Support Staff Employees will be given the option each school year to convert some of your allocated sick days into personal days. No explanation for the use of the day needs to be given. All Support Staff Employees may annually choose the amount of personal days they may allocate from available sick leave for the upcoming school year. This selection must be made at the onset of the school year, and once the choice is made, it cannot be changed for that school year. Part-time employee's personal day will equal amount of hours scheduled to work the day of the absence.

Employee Category	Option 1	Option 2	Option 3
Full-time, Year Round Employees	0 days personal leave 12 days sick leave	2 days personal leave 10 days sick leave	N/A

Full-time, Extended School Year Employees	0 days personal leave 11 days sick leave	3 days personal leave 8 days sick leave	5.5 days personal leave 0 days sick leave
Full-time, School Year Employees	0 days personal leave 8 days sick leave	2 days personal leave 6 days sick leave	4 days personal leave 0 days sick leave
Part-time, School Year Employees	0 days personal leave 5 days sick leave	2 days personal leave 3 days sick leave	N/A

G. At least two (2) days prior notice must be given to the immediate supervisor. Personal leave may not be granted if supervisors do not have enough employees to cover assigned duties. School year staff may not take a personal day on the last day of school. Bus Drivers need to give one (1) day notice and only one (1) bus driver will be allowed off for personal leave on one (1) day.

Personal leave days do not carry over to the next year.

H. **Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

I. **Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

J. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

K. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

L. Leave to Testify

Any employee who is issued a subpoena to testify in a ~~criminal court~~ legal proceeding shall be provided the following:

1. If the proceeding relates to a ~~criminal matter~~ matters under Chapters 48 or 938 of the ~~Wisconsin Statutes~~, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving immediately notifies the District Administrator of receipt the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).
2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.
3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), (X) or any proceeding involving matters arising within the employee's course of employment [END OF OPTION] shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 - Receipt of Legal Documents by District Employees).

6.76, 7.33, 103.87, 103.88, Wis. Stats.

T.C. 3/11/15

Revised 8/24/15

Revised 9/25/17

Revised 5/13/19

Revised 7/20/20

T.C. 2/8/21

T.C. 4/12/21

T.C. 10/29/24

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Legal

6.76, 7.33, 103.88, Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of EMPLOYEE SICK LEAVE
Code	po4432 *
Status	
Adopted	July 9, 2012
Last Revised	May 13, 2019

4432 - EMPLOYEE SICK LEAVE

Drafting Note: Districts may continue to use current Employee Sick Leave Policy language or rescind current policy language and take the new option in Policy 4432 regarding Employee Paid Time Off]

Employees are eligible to use paid sick leave in accordance with this policy. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as in accordance with the procedures included in the support staff handbook. Sick leave is available for use by employees for:

- A. illness of the employee;
- B. (x) appointments for medical, dental, chiropractic, or other health care needs;
- C. illness of child, spouse or parent (x) or appointments for medical, dental, chiropractic, or other health care needs **[END OF OPTION]**

The District Administrator or Principal may request a health care provider's note verifying the employee's illness in any case. In any case in which an illness causes absence from work in excess of three (3) working days, the employee will be required to provide certification from a health care provider of the illness. Absences of more than three (3) consecutive work days may be counted as leave under the FMLA (See Policy 4430.01

Each member of the support staff employed on a full-time basis shall be entitled to twelve (12) days of sick leave, cumulative to 112 days, as of the first day of employment of each contract year. Part-time employees shall be entitled to sick leave as of the first day of employment of each contract year as follows:

Employee Category	Per Year	Maximum Accumulation
Full Time, Year Round Employees	12 days	accumulated to 112 days
Full Time, Extended School Year Employees	11 days	accumulated to 111 days
Full Time, School Year Employees	8 days	accumulated to 88 days
PartTime, School Year Employees	5 days	accumulated to 30 days

A doctor's excuse may be requested for an absence of three (3) or more consecutive days. A doctor's excuse is required for bus drivers or a pay deduction may occur.

Accrued Sick Leave at End of Employment

Sick leave that is not used during employment will be lost and not paid out to the employee upon termination for any reason.

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ENTRANCE AGE
Code	po5112 *
Status	
Adopted	March 12, 2007
Last Revised	April 25, 2022

5112 - ENTRANCE AGE

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if ~~the child s/he~~ attains the age of four (4) on or before September 1st of the ~~school~~ year in which ~~the child is being enrolled s/he applies for entrance~~ and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when ~~s/he the child~~ attains the age of five (5) on or before September 1st of the ~~school~~ year in which ~~s/he applies for entrance the child is being enrolled~~ and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the ~~school~~ year in which ~~s/he the student~~ enrolls. ~~A The~~ student must ~~also~~ have completed a kindergarten program or ~~must~~ received a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in ~~the his/her~~ prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the ~~Principal building principal~~, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants ~~85~~ denies the waiver and provides an explanation as to the decision.

DRAFTING NOTE Items one (1) and two (2) above are required by statute. The law requires that if the principal is to have discretion in first grade enrollment, a provision allowing such discretion must be included in policy. Item three (3) provides principal discretion; however, the District also may draft District specific language that provides discretion for the principal and replace the drafted language in item three (3).]

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the ~~Principal building principal~~ may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the ~~principal~~. **Principal.**

The decision of the District Administrator is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record **or a properly submitted waiver** on file at the school. Any student who does not have the proper immunization **records or appropriate wavier within thirty (30) school days of enrollment** may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

~~Each child who is entitled to admittance into a public school in the District must have a school entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 — Health Services.~~

Any student, and/or ~~his/her~~ **the student's** parent(s), who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. **Verification of Age**

Verification of a child's age shall be required at the time the child enrolls. () See Administrative Guideline 5112A - Admission to Kindergarten. [END OF OPTION]

G. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to five (5) year old kindergarten, and first grade.

(x) The District does not allow early entrance to four (4) year old kindergarten. [END OF OPTION]

E. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll ~~providing~~ **provided** the District Administrator does not think **such** ~~his/her~~ enrollment will interfere with the education of the other students.

Revised 4/27/11
Revised 8/26/19
Revised 10/28/19
Revised 5/24/21

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Legal 118.14, 118.15, 120.12(25), Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	
Adopted	March 12, 2007
Last Revised	July 22, 2024

5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

B. Nonresident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A nonresident student who attends school in the District and pays tuition in accordance with State law.

D. Full-time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

H. Absences (Excused and Unexcused)

See Policy 5200 - Attendance

I. Truancy and Habitual Truancy

See Policy 5200 - Attendance

J. Part of the School Day

See Policy 5200 - Attendance

K. Tardiness

See Policy 5200 - Attendance

FULL-TIME OPEN ENROLLMENT

A. Annual Space Determinations

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives. The following groups will be prioritized should be limited open enrollment seats be available. The order for which open-enrolled students are accepted is as follows:
 - a. Students attending the District for whom tuition is paid by written agreement with the resident district under 121.78(1)(a), Wis. Stats.
 - b. All currently attending students.
 - c. All siblings of currently attending students.
4. If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in its entirety to determine the following:
 1. whether the District has space available in the special education and related services required in the student's IEP;
 2. whether the District has special education and related services available as required in the student's IEP.

B. Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial (x) and whether the student has been placed on the waiting list.
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

Application of Space Determinations and Random Selection Process.

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences

If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different nonresident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

C. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy.

2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school-operated daycare program resides in a district which offers the program for which application is made.
3. Whether the non-resident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, the student is determined to fall under paragraph C. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's individualized education program ('IEP') are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident board under 115.777(1), Wis. Stats. or identified by the non-resident student's resident school board under 115.77(1m)(a), Wis. Stats. but not yet evaluated by an individualized education program team.

(Note: If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the nonresident may be transferred to their resident school district.)

7. If the Board has made a determination that a non-resident student attending the District under the open enrollment program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

D. Reapplication Procedures

The Board will not require accepted nonresident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

E. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

F. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by the student's IEP.

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district. The District Administrator shall develop procedures for implementing this provision.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts. Applications for open enrollment under the alternative application procedures for enrollment in 2015-2016 school year will be evaluated based on the District's policy and Administrative Guidelines in place prior to July 1, 2015, which may be accessed [here](#). (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level in that were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

DELEGATION TO DISTRICT ADMINISTRATOR

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

REVIEW AND REVISION OF POLICY

If, in the course of reviewing the Board's Open Enrollment Program, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

General Provisions

- A. A student, who has been accepted under this program⁹¹ who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on mental or physical disability, except as provided for in the statute authorizing this program.
- C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:
1. participation in interscholastic athletics
 2. District transportation services
 3. transfer of academic credit
 4. assignment within the District
 5. payment of fees and other charges

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

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Revised 4/27/11
Revised 5/14/12
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Revised 8/24/15
Revised 12/14/15
Revised 3/14/16
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Title	Copy of PERSONAL COMMUNICATION DEVICES
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Last Revised	September 28, 2022

5136 - **PERSONAL COMMUNICATION DEVICES**

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

~~are defined in Bylaw 0100.~~

- A. ~~cellular/mobile telephone;~~
- B. ~~tablet computer;~~
- C. ~~laptop computer;~~
- D. ~~gaming device;~~
- E. ~~smartphone;~~
- F. ~~e-reader;~~
- G. ~~smartwatch;~~
- H. ~~wearable technology;~~
- I. ~~any other web-enabled devices of any type.~~

High School students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. At the Middle School student use of PCDs and allowable use may differ as determined by the building principal. Expectations shall be noted in the Middle School student handbook.

~~However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.~~

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

~~Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.~~

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon **any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity** ~~their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs~~; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

- A. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.

- B. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs (X) as approved by the District Nurse- or(-X) as defined in the individual student health plan [END OF OPTIONS].
- C. **Individualized Education Plans:** Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.
- D. **Educational Purposes:** Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.
- E. **(-) Board Exceptions to this Policy:** _____ . [END OF OPTION]

[DRAFTING NOTE: Other exceptions may be permitted if the School Board determines that such use is beneficial to student learning or well-being.]

Duty to Report

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

118.13, Wis. Stats.
118.258, Wis. Stats.

175.22, Wis. Stats.

120.12(29) Wis. Stats.

Revised 1/10/11
Revised 4/27/11
Revised 4/8/13
Revised 5/24/21
T.C.9/28/22

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Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of ATTENDANCE
Code	po5200 *
Status	
Adopted	March 12, 2007
Last Revised	July 22, 2024

5200 - **ATTENDANCE**

State law requires the Board 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, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

School Attendance Officer

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 as required 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. **(x) To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements. [END OF OPTION]**
- 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. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

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. Parent-Excused Pre-Planned Absence

The student has been excused in writing or by phone by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework 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:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. 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.

G. 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 the student's parent(s) agree that the student will continue

to participate in such a program.

H. 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.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of their parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

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.

D. () Work at Home Due to Absence of Parents

To work at home due to the absence of the student's parents. Absences under this section shall not exceed ____ () days nor be granted to any student younger than ____ () years of age.

E. () Severe Weather Conditions

In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.

F. () Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

G. () [other].

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. 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.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

Definitions

A. Truancy

A student will be considered truant if the student 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 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student 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.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/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. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

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 agent responsible 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 (including e-mail), and/or personal (phone or face-to-face) 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 Principal.

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.

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. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. 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. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain 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 upon failure to cause the child to attend school regularly as required by State law;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

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 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

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework 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.

Revised 2/27/12
Revised 3/14/16
Revised 11/14/16
Revised 2/11/19
Revised 7/20/20
Revised 4/24/23
Revised 8/28/23

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Legal	7.30(2)(am), Wis. Stats.
	118.15, Wis. Stats.
	118.153, Wis. Stats.
	118.16, Wis. Stats.
	118.162, Wis. Stats.



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Title	Copy of EMERGENCY MEDICAL AUTHORIZATION
Code	po5341 - rescind
Status	
Adopted	March 12, 2007
Last Revised	October 29, 2024

~~5341~~ **EMERGENCY MEDICAL AUTHORIZATION**

~~The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.~~

~~The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.~~

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340—Student Accidents/Illness/Concussion & Sudden Cardiac Arrest and the procedures described in the District Administrator's administrative guidelines (AG 5340A—Student Accident or Illness, AG 5340B—Health Emergencies and First Aid Care, and AG 5340D—Transportation for Ill or Injured Students) and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

~~Revised 9/25/17~~

~~Revised 9/9/19~~

~~T.C. 10/29/24~~

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Legal 118.29(4), Wis. Stats.



Book	Policy Manual
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Title	Copy of THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS
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5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS

Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on January 1, 2027. **[DRAFTING NOTE: This date cannot be later than September 1, 2027 for students entering 4th grade.]**

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

Definitions

"Personal Reading Plan" means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

"Limited English-Proficient Student" means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

"Completed" means ~~a student who has "completed" their personal reading plan if the student's parent(s) and the District agree that the student has met the goals outlined in the personal reading plan and the student scores at grade level in reading on a summative assessment.~~ **a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).**

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third grade to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

[DRAFTING NOTE: While the statute does not require choosing any of the following, however, the statute does require that the District provide criteria in policy regarding the decision-making process.]

~~For any student who has not exited their personal reading plan by the end of the student's 3rd grade year, the district/school will engage in a process to determine whether to promote that student to the 4th grade. This process will carefully consider all relevant factors that contributed to the student not completing their personal reading plan and alternatives to retention that can help support the student to achieve reading proficiency.~~

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

- A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;
- B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;
- C. Why the student has not completed their personal reading plan;
- D. Whether or which alternatives to retention can help support the student to achieve reading proficiency;
- E. Any other factor(s) relevant in deciding whether to retain or promote a student;
- F. Whether the student is eligible for an exception contained under this policy;
- G. The potential long-term adverse risks **and/or benefits** of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

- A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention **in** to third grade.
- B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.
- C. Promotion: The District recommends retention with applicable supports and services, **but** the student's parent(s) do not agree with the District's recommendation.
- D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

- A. In the following and subsequent school year(s), **provide** intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;
- B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and
- C. Provide the student with an intensive summer reading program each summer until the student scores at grade-level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one (1) or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements:

- A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;
- B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;
- C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;
- D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one (1), two (2), or three (3);
- E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one (1), two (2), or three (3) for a total of two (2) years.

Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement, including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the student pupil scores at grade-level in reading on a summative assessment.

Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing, containing at least all of the following information to the student's parent in the parent's native language:

- A. the student's score on the reading readiness assessment;
- B. the student's score in each early literacy skill category assessed by the assessment;
- C. the student's percentile rank score on the reading readiness assessment, if available;
- D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;
- E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

- A. a description of the common indicators and characteristics of dyslexia;
- B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

- A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);
- B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

[] Appeal Process

Any person appealing a decision regarding promotion to grade four (4) under this policy shall submit a written appeal to the District Administrator within five (5) business days of notification. The person must state, in writing, the portion of this policy they believe was administered in error, including the reasons supporting that belief and the proposed remedy for the alleged error.

The District Administrator will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the District Administrator is final.

Revised 10/27/14

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Legal 118.016(5), Wis. Stats.
 118.33(5m)(a), Wis. Stats.



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02 *
Status	
Adopted	January 8, 2018
Last Revised	February 11, 2019

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD), the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages.

[] Option A-1:

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

X] Option A-2:

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

[END OF OPTIONS A-1 and A-2]

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant

message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a litigation hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.

Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees and school officials lock and password protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
	Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
	20 U.S.C. 1232g
	34 C.F.R. Part 99



Book	Policy Manual
Section	3. Ready for Policy Committee Review
Title	Copy of CHILD ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	March 12, 2007
Last Revised	August 26, 2019

8462 - **CHILD ABUSE AND NEGLECT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

Additional Required Reporting

This section addresses the reporting requirements of Policies 1213/3213/4213 - Student Supervision and Welfare. Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to the District Administrator and/or their immediate supervisor:

- A. Sexual misconduct, as defined in s. 948.098 (1) (d), by a school staff member, as defined in s. 948.098 (1) (c).;
- B. That an individual who has been convicted of a serious child sex offense, as defined in s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or
- C. That a sex offender, as defined in s. 948.14 (1) (d), has intentionally captured a representation of a minor pupil without the written consent of the minor pupil's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

48.981, Wis. Stats.
118.07(5), Wis. Stats.
118.07(6), Wis. Stats.
175.32, Wis. Stats.

Revised 8/27/12
Revised 2/11/19

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Legal 48.981, 118.07(5) Wis. Stats.
 175.32, Wis. Stats.