

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
POLICY, SPORTS, AND CO-CURRICULAR COMMITTEE MEETING
MONDAY, FEBRUARY 13, 2017
HIGH SCHOOL LIBRARY/MEDIA CENTER, ROOM 183
6:45 PM**

AGENDA

I. CALL MEETING TO ORDER - KEITH STEFFEN	
II. NEOLA - NEW GLARUS - BOARD DOCUMENT - 7000-8000-9000	5
III. NEOLA 7000S POLICIES	
A. PO 7000 - TOC	7
B. PO 7217 - WEAPONS	8
C. PO 7230 - GIFTS, GRANTS, AND BEQUESTS	11
D. PO 7240 - SITE ACQUISITION	13
E. PO 7250 - COMMEMORATION OF SCHOOL FACILITIES	14
F. PO 7300 - DISPOSITION OF REAL PROPERTY	15
G. PO 7310 - DISPOSITION OF SURPLUS PROPERTY	16
H. PO 7410 - MAINTENANCE	19
I. PO 7430 - SAFETY STANDARDS	20
J. PO 7434 - USE OF TOBACCO ON SCHOOL PREMISES	21
K. PO 7440 - FACILITY SECURITY	22
L. PO 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING	26
M. PO 7450 - PROPERTY INVENTORY	29
N. PO 7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS	32
O. PO 7510 - USE OF DISTRICT FACILITIES	35
P. PO 7510.01 - FEE SCHEDULE	41
Q. PO 7530 - LENDING OF DISTRICT-OWNED EQUIPMENT	44
R. PO 7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES	45

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

S. PO 7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY	49
T. PO 7540.01 - TECHNOLOGY PRIVACY	50
U. PO 7540.02 - DISTRICT WEB PAGE	53
V. PO 7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY	55
W. PO 7540.04 - STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY	61
X. PO 7540.05 - ASSISTIVE TECHNOLOGY AND SERVICES	66
Y. PO 7540.06 - ELECTRONIC MAIL	68
Z. PO 7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES	71
AA. PO 7550 - JOINT USE OF FACILITIES/INTER-LIBRARY LOANS	73

IV. NEOLA 8000S POLICIES

A. PO 8000 - TOC	74
B. PO 8120 - VOLUNTEERS	76
C. PO 8141 - REQUIRED REPORTING OF STAFF CONDUCT	78
D. PO 8145 - ANNUAL REPORTS	81
E. PO 8210 - SCHOOL CALENDAR	83
F. PO 8220 - SCHOOL DAY	84
G. PO 8310 - PUBLIC RECORDS	85
H. PO 8315 - INFORMATION MANAGEMENT	87
I. PO 8320 - PERSONNEL RECORDS	91
J. PO 8320.01 - UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION	96
K. PO 8325 - RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES	98
L. PO 8330 - STUDENT RECORDS	100
M. PO 8330.01 - UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION	110
N. PO 8350 - CONFIDENTIALITY	111
O. PO 8390 - ANIMALS ON DISTRICT PROPERTY	113
P. PO 8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM	120
Q. PO 8410 - SCHOOL SAFETY AND CRISIS INTERVENTION	126
R. PO 8420 - EMERGENCY PREPAREDNESS	127
S. PO 8431 - PREPAREDNESS FOR TOXIC HAZARDS	128
T. PO 8431.01 - ASBESTOS MANAGEMENT	130

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

U. PO 8442 - REPORTING ACCIDENTS	131
V. PO 8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE	132
W. PO 8451 - PEDICULOSIS (HEAD LICE)	133
X. PO 8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)	134
Y. PO 8453 - DIRECT CONTACT COMMUNICABLE DISEASES	135
Z. PO 8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS	137
AA. PO 8462 - STUDENT ABUSE AND NEGLECT	139
BB. PO 8463 - STUDENTS WITHOUT PARENTS	140
CC. PO 8500 - FOOD SERVICES	141
DD. PO 8510 - WELLNESS	145
EE. PO 8531 - FREE AND REDUCED-PRICE MEALS	148
FF. PO 8540 - VENDING MACHINES	150
GG. PO 8550 - COMPETITIVE FOOD SALES	151
HH. PO 8600 - TRANSPORTATION	152
II. PO 8605 - USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES	154
JJ. PO 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS	155
KK. PO 8651 - NONROUTINE USE OF SCHOOL BUSES	156
LL. PO 8660 - TRANSPORTATION BY PRIVATE VEHICLE	157
MM. PO 8710 - INSURANCE	159
NN. PO 8760 - STUDENT ACCIDENT INSURANCE	160
OO. PO 8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES	161
PP. PO 8900 - FRAUD	163
V. NEOLA 9000S POLICIES	
A. PO 9000 - TOC	164
B. PO 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS	165
C. PO 9140 - CITIZENS' ADVISORY COMMITTEES	171
D. PO 9150 - SCHOOL VISITORS	173
E. PO 9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS	175
F. PO 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS	176
G. PO 9210 - PARENT ORGANIZATIONS	179

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

H. PO 9211 - DISTRICT-SUPPORT ORGANIZATIONS	180
I. PO 9250 - RELATIONS WITH PARENTS	181
J. PO 9270 - HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING	182
K. PO 9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS	184
L. PO 9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES	188
M. PO 9800 - HIGH SCHOOL DIPLOMAS TO VETERANS	193
N. PO 9800.01 - VETERANS AS CLASSROOM VOLUNTEERS	195
VI. ADDITIONAL POLICIES FOR NEOLA ROLLOVER	
A. 731.2 - USE OF UAV'S (DRONES) ON SCHOOL GROUNDS	196
B. 822 - NEWS MEDIA RELATIONS	198
C. 831 -MEMORIALS AND FUNERALS	199
VII. ADJOURNMENT	

POSTED :

NG HIGH SCHOOL
 NG MIDDLE SCHOOL
 NG ELEMENTARY SCHOOL
 NG POST OFFICE
 BANK OF NEW GLARUS
 UB&T BANK OF NEW GLARUS
 ANCHOR BANK OF NEW GLARUS

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 ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

New Glarus Policy Project

District Specific Policies – “Not” Included in Policy Book Update

Section 700 – Support Services/7000 – Property

1. Policy 731.2 – Use of Drones on School Property
2. Policy 721 – Inspection of Buildings
3. Policy 721.2 – Playground Equipment Inspection
4. Policy 751.4 – Parent Transportation Contract
5. Policy 751.3 – Bus Safety Program
6. Policy 772 – Telephone Services
7. Policy 773 – Data Management
8. Policy 774 – Mail and Delivery Service
9. Policy 751.22 – Bus Drivers License/Record

“New” Policies for New Glarus School District

Section 700 – Support Services/7000 – Property

1. Policy 7240 – Site Acquisition
2. Policy 7250 – Commemoration of School Facilities
3. Policy 7440 – Facility Security
4. Policy 7440.01 – Video Surveillance and Electronic Monitoring
5. Policy 7530.02 – Staff Use of Personal Communication Devices
6. Policy 7540.02 – Assistive Technology and Services
7. Policy 7540.06 – Electronic Mail
8. Policy 7542 – Access to District Technology Resources from Personally-Owned Communication Devices
9. Policy 7550 – Joint Use of Facilities/Inter-Library Loans

District Specific Policies – “Not” Included in Policy Book Update

Section 900 – Facilities Development/8000 – Operations

- None of the district policies in the 900 section, Facilities Development, were included in their specific format.

“New” Policies for New Glarus School District

Section 900 – Facilities Development/8000 – Operations

1. Policy 8141- Required Reporting of Staff Conduct
2. Policy 8145 - Annual Reports
3. Policy 8210 - School Calendar
4. Policy 8220 - School Day
5. Policy 8315 - Information Management
6. Policy 8320.01- Unauthorized Acquisition of Staff Personal Information
7. Policy 8325 - Receipt of Legal Documents by District Employees
8. Policy 8330.01 - Unauthorized Acquisition of Student Personal Information
9. Policy 8390 - Animals on District Property
10. Policy 8452 - Automated External Defibrillators (AED)
11. Policy 8463 - Students Without Parents
12. Policy 8550 - Competitive Food Sales

13. Policy 8605 - Use of Electronic Wireless Communication Devices by District Employees who Operate Board-Owned or Operated Vehicles
14. Policy 8800 - Religious/Patriotic Ceremonies and Observances
15. Policy 8900 - Fraud

District Specific Policies – “Not” Included in Policy Book Update

Section 800 – Community Relations/9000 – Relations

1. Policy 810 – School-Community Relation Goals
2. Policy 811 – Community Involvement in Decision-Making
3. Policy 822 – News Media Relations
4. Policy 831 – Memorials and Funerals
5. Policy 883 – Relations with Fire Authorities
6. Policy 884 – Relations with Health Authorities
7. Policy 885 – Relations with Social Services Authorities
8. Policy 891 – Cooperative Educational Programs

“New” Policies for New Glarus School District

Section 800 – Community Relations/9000 – Relations

1. Policy 9140 – Citizens’ Advisory Committees
2. Policy 9210 – Parent Organizations
3. Policy 9211 – District-Support Organizations
4. Policy 9270 – Home Based, Private, or Tribal Schooling
5. Policy 9800 – High School Diplomas to Veterans
6. Policy 9800.01 – Veterans as Classroom Volunteers

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7000/page 1 of 1

7000	PROPERTY
7217	Weapons
7230	Gifts, Grants, and Bequests
7240	Site Acquisition
7250	Commemoration of School Facilities
7300	Disposition of Real Property
7310	Disposition of Surplus Property
7410	Maintenance
7430	Safety Standards
7434	Use of Tobacco on School Premises
7440	Facility Security
7440.01	Video Surveillance and Electronic Monitoring
7450	Property Inventory
7455	Accounting System for Fixed Assets
7510	Use of District Facilities
7510.01	Fee Schedule
7530	Lending of District-Owned Equipment
7530.02	Staff Use of Personal Communication Devices
7540	Computer Technology Network, and Internet Acceptable Use and Safety
7540.01	Technology Privacy
7540.02	District Web Page
7540.03	Student Education Technology Acceptable Use and Safety
7540.04	Staff Education Technology Acceptable Use and Safety
7540.05	Assistive Technology and Services
7540.06	Electronic Mail
7542	Access to District Technology Resources From Personally-Owned Communication Devices
7550	Joint Use of Facilities/Inter-Library Loans

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7217/page 1 of 3

WEAPONS

The Board of Education prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

A volunteer may transport students for school sponsored events or school-related purposes in his/her own vehicle only if any and all firearms in said vehicle are cased, unloaded and in a trunk or separate compartment while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer member if only such students are being transported.

A volunteer who is a concealed carry permit licensee may transport students for school sponsored events or school-related purposes in his/her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7217/page 2 of 3

Definition of “Weapon”

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

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. items approved by a Principal as part of a class or individual presentation under adult supervision, including, but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7217/page 3 of 3

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.
175.60, Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7230/page 1 of 2

GIFTS, GRANTS, AND BEQUESTS

The Board of Education is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

All gifts, grants, or bequests having a value of more than \$250 that are accepted will be acknowledged by the Board at a Board meeting. The District Administrator may accept for the Board gifts of lesser value on the Board's behalf.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$250 or more and any non-cash donation the value of which is \$250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7230/page 2 of 2

Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

118.13 Wis. Stats.
118.27, Wis. Stats.
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7240/page 1 of 1

SITE ACQUISITION

It is the policy of the Board of Education that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not an enhancement of the value of the site to the seller.

The District Administrator shall be responsible for site acquisition negotiations. Negotiations for site acquisition shall be conducted as much as possible within the following guidelines:

- A. Purchase price shall be based on the last transaction price, taxes on the property after platting, and a reasonable interest earning on the investment based on the current cost of money.
- B. Roadways and utility costs to be shared will be calculated on a front footage basis of the proposed site and shall be included only where actual installation has occurred.
- C. The Board shall not share such development costs as engineering, earthmoving, litigation, etc. in determining the fair value of the site to be purchased.

Discussion of possible school sites may be carried on in a closed session of the Board to the extent permitted by law, but all official actions must be taken in an open, public meeting. Approval by the electorate at an annual or special meeting shall be obtained to the extent required by law. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

120.10(5m), 120.13(20), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7250/page 1 of 1

COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7300/page 1 of 1

DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

The Board shall periodically review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

120.10(12), Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7310/page 1 of 3

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the District Administrator to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7310/page 2 of 3

3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7310/page 3 of 3

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

2 C.F.R. 200.312, 200.313
120.10(12), Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7410/page 1 of 1

MAINTENANCE

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7430/page 1 of 1

SAFETY STANDARDS

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the District Administrator. Said employee shall also have the authority to organize and direct the activities of a District safety committee.

The District Administrator shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the District Administrator shall report the results thereof to the Board at the meeting following the receipt of the State report.

101.055, Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7434/page 1 of 1

USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

120.12(20), Wis. Stats.
111.321, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440/page 1 of 4

FACILITY SECURITY

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The District Administrator is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons on District property.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440/page 2 of 4

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace, may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440/page 3 of 4

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently expel a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the main office.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440/page 4 of 4

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator or designee of the specific date, time and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

120.13(35), 301.475, Wis. Stat.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440.01/page 1 of 3

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Administrators are authorized to carry and use cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the District Administrator is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440.01/page 2 of 3

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7440.01/page 3 of 3

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

19.31 – 19.39, 118.125 Wis. Stats.
FERPA 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7450/page 1 of 3

PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain an inventory of all District-owned equipment and supplies, including computing devices

For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000.

Capital assets include equipment as well as the following:

- A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$1,000.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7450/page 2 of 3

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Equipment and computing devices acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
 1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.
 2. During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7450/page 3 of 3

- D. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

2 C.F.R. 200.313

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7455/page 1 of 3

ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Business Manager shall develop procedures to ensure compliance with all fixed-asset policies. Each principal shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7455/page 2 of 3

I. construction-in-progress

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall require the prior written approval of the Business Manager.

Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the District Administrator, Business Manager, and the auditor.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7455/page 3 of 3

- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 1 of 6

USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the Principal.

General conditions relating to school use are as follows:

- A. Application for the use of a school building or any part of the building or grounds is to be made at least seven days in advance. School program-related applications should be made to the building Principal. Community program related applications should also be made to the building Principal.
- B. A "Facilities Schedule" shall be kept by each school Principal or his/her designee and be available for inspection and review. A District schedule will be kept in the building Principal's office.
- C. Every non-school group using a facility must have an adult (non-K-12 student) designated as in charge of the activity or event.
- D. Non-school events which take place on a Saturday generally are not charged custodial time. However, certain events may result in the user being charged for custodial costs.
- E. Every non-school individual, group, and/or organization using a school facility, by accepting a use permit, must agree to guarantee orderly behavior and to indemnify the District for any damages to the school and its property caused by any participant and public involved as well as provide a signed liability waiver document.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 2 of 6

- F. Individuals, groups and/or organization renting school facilities are required to file a certificate of insurance with the District insurance naming the District as an additional insured. The certificate of insurance must be in the possession of the Superintendent or his/her designee before school facilities may be used.

Liability waiver documentation and a certificate of insurance shall not be required of Village of New Glarus Recreation Department or its participants.

- G. The District discourages the use of facilities for youth groups after 9:00 p.m. on nights before a school day.
- H. School facilities shall exist primarily to serve school District educational, co-curricular, recreational and administrative activities. Upon the satisfaction of the public school District's need and use, District facilities shall then be made available to other groups based on the structure outlined below.
- I. The Village Recreation Program shall enjoy a priority status among non-school facility users in scheduling events that utilize school District facilities for recreational purposes only. No rental fee shall be charged to the Village Recreation Program for these programs. All youth and adult members of the school District participating in village recreation programs which utilize school District facilities shall be treated equally in all aspects of program participation. Such programs shall not be in direct conflict with programs conducted by the school District. The Building Principal shall determine compatibility of programming. The director of the village recreation program and his/her designee(s) shall be granted access to District buildings and grounds including the appropriate keys to said individuals and approval of them to have security codes where needed. The Village Recreation Program will be subject to all Board of Education policies in the operation of all of its programs that take place on school District property.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 3 of 6

J. Exemptions

In the event of multiple requests to use the same facility, earliest requests will normally have priority. Facilities cannot be scheduled earlier than the dates established by administrative guidelines. Facilities shall be made available to the widest variety of community members. The building Principal shall determine such use. Appeals may be made to the Superintendent.

- K. Any group that believes it should be exempted from a rental fee has the option of filing a written request with the Superintendent. The Board shall consider the circumstances and stated reasons for seeking an exemption and make a decision at the next regularly scheduled Board meeting where the request can be placed on the agenda in time for proper meeting notification. Exemptions shall only be granted for good cause and shall only be for one year. Groups or individuals may re-apply annually for consideration for an exemption.

CUSTODIAL CHARGES:

When a custodian is not scheduled to be on duty and one needs to be assigned there will be a \$30/hour charge to the group. This fee applies to ALL GROUPS.

No Rental Charge:

- A. School District of New Glarus area youth groups (School District Boundaries) A youth group is defined as a group that is open to all District students.
- B. School District of New Glarus area governmental meetings or programs (School District Boundaries)
- C. Local and Green County non-profit charitable organizations
- D. State and County governmental agencies for meetings or educational programs serving District residents.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 4 of 6

- E. A charitable organization is defined as any organization to which donations are tax deductible according to Internal Revenue Service rules.
- F. Village of New Glarus Recreation Programs.
- G. School District of New Glarus non-profit, service organizations (e.g., Chamber, Optimist, Lions, etc., at local level) for service projects only, not fundraising events.

Regular Rental Fee:

Non-Profit Community and Non-Community or For-Profit Community Groups

- A. Other groups, individuals, and agencies residing in the School District of New Glarus. (i.e., service clubs, churches, fraternal organizations)
- B. Other public schools (other than the School District of New Glarus)
- C. Out -of-district governmental agencies.

2.0 Times the Rental Fee For-Profit Non-Community Groups

Non-School District of New Glarus resident individuals, businesses, groups, or agencies.

Negotiated Rental Rate

Technical College(s) or other groups for adult education programs.

The Principal has the discretion to determine rental rates for groups or individuals not covered by the above categories. The Principal also makes a determination as to which category the applicants are assigned.

The Principal may refuse to allow or may cancel the use of facilities to any group due to conflicts with school activities, safety, health or liability issues, security concerns, past experience with the proposed user, or other valid reasons. Denial of use may be appealed to the Superintendent.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 5 of 6

Equipment of a specialized nature will be made available only with authorized personnel to operate it or supervise its operations. Use of specialized equipment is not encouraged.

Given the nature of existing specialized equipment and security issues, use of the kitchen by a public group to obtain or dispose of water needed for coffee, lemonade, etc., is not permitted without the presence of a custodian or caretaker. In no case is the kitchen to be opened or remain open without supervision.

Uses or conditions not covered in these procedures must be approved by the District Administrator.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Recreational Activity

Any non-school sponsored group requesting to use District facilities for recreational activity must complete the District form prior to such usage.

“Recreational activity” includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with Green County Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510/page 6 of 6

Each user may be required to present evidence of the purchase of organizational liability insurance

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

120.13(17), Wis. Stats.
895.523, Wis. Stats.

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FEE SCHEDULE

General Area	For-Profit-Non Community* Per hour unless noted	Non-Profit Non-Community or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
Gym Elementary High School	\$40.00 \$75.00	\$20.00 \$50.00	**
Kitchens Room Fee	\$40.00	\$20.00	**
Staffing Fee (a)	\$19.50 per hour per person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour per person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour based on average overtime rate and fringes for kitchen support staff unit.
Staffing Fee (b)	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment etc.	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment etc.
Orientation and Check-In	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional chef.	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional
Equipment Use Fee (per event)	\$75.00 to cover wear and tear on equipment for future replacement costs.	\$75.00 to cover wear and tear on equipment for future replacement costs.	\$75.00 to cover wear and tear on equipment for future replacement costs.
Classroom	\$40.00	\$20.00	**
Computer Lab	\$200.00	\$100.00	Supports costs and supplies.
Outdoor Facilities	Neg./event	Neg./event	**
High School Commons	\$75.00	\$50.00	**

* Community as it relates to the fee schedule means the event is largely made up of New Glarus School District Residents.

** Setup/take down charges and supplies may be charged per use.

Facility Keys

\$25.00 Deposit

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510.01/page 2 of 3

Middle School Multi-Purpose Room (MPR)	For-Profit-Non Community* Per hour unless noted	Non-Profit Non-Community or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
a) Non-Audience Hours – Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$30.00	\$15.00	\$5.00
b) Non-Audience Hours – Minimal Stage Lighting and Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$20.00	\$5.00	\$0.00
c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$120.00	\$30.00	\$10.00
d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$30.00	\$10.00	\$5.00
e) Stage curtain	\$30.00	\$10.00	\$5.00

Equipment Charges	For-Profit-Non Community* Per hour unless noted	Non-Profit Non-Community or For Profit Community* Per hour unless noted	Non-Profit Community User* Per hour unless noted
Overhead Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
Power Point Projector	\$25.00	\$10.00 (per day)	\$5.00 (per day)
Projector Screen/SMART Board	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
Audio/Visual Equipment	\$50.00 (same for all groups)		

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7510.01/page 3 of 3

LABOR CHARGES

Use of school facilities outside of regular school hours may necessitate custodial personnel to open/close the facility or to provide additional cleaning services. If there is a request for use of the Kitchen, a school employee must be present.

For All Rentals:

- a) Custodial Staff fee of \$30.00/hr (custodial fee required for any use when custodians are not on duty)
- b) Food Service Staff fee of \$30.00/hr.

Fees are subject to change without notice and may be reviewed by the Board of Education annually.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7530/page 1 of 1

LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the District Administrator, or designee.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7530.02/page 1 of 4

STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices (“PCDs”) has become pervasive in the workplace. 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.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Employees 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 are strongly encouraged to 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 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 both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7530.02/page 2 of 4

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees 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 are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public 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 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff 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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7530.02/page 3 of 4

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.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee 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. 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.

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

Employees 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 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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7530.02/page 4 of 4

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, 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 use of a PCD is absolutely prohibited.

Personal Use of PCDs While at Work

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

- A. Excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

Potential Disciplinary Action

Violation of this policy may result in 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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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540/page 1 of 1

COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

Safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.01/page 1 of 3

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with the guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.01/page 2 of 3

The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the District Administrator's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the District Administrator have the authority to search and access information electronically.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.01/page 3 of 3

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the District Administrator or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Director. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

In accordance with State law, any staff member who sends an electronic message with the intent to frighten, intimidate, threaten, or harass another person or sends a message containing lewd, obscene, or profane language will be subject to appropriate discipline by the District and may be found guilty of a Class D misdemeanor.

No staff member will be required to provide District administration with access to personal internet accounts, such as social media accounts, that are password protected. This does not preclude administration from reviewing the contents of such accounts that are not restricted and are thus in the public domain, or from receiving information from those granted access to private information, provided that the District administration does not solicit the receipt of such information. Additionally, if private accounts are accessed from the District's computers, network and Internet services ("Network"), the staff member should have no expectation of privacy in the content of any files or records of their online activity while on the Network as prescribed in Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety.

947.0125, 995.55 Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.02/page 1 of 2

DISTRICT WEB PAGE

The Board of Education authorizes staff members and students to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the District Administrator. Student-created web pages/sites are subject to Policy 5722 – School Sponsored Publications and Production. The creation of web pages/sites must be done under the supervision of a professional staff member.

The purpose of web pages/sites hosted on the Board's servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:

A. **Educate**

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may provide an avenue to communicate with the community.

The information contained on the Board's web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.02/page 2 of 2

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act, ADA, Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01 and State and Federal law.

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The Board retains all proprietary rights to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 1 of 6

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 2 of 6

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 3 of 6

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Technology Director may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 4 of 6

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 5 of 6

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.03/page 6 of 6

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
47 C.F.R. 54.500 – 54.523

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.04/page 1 of 5

STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on instructional materials.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.04/page 2 of 5

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.04/page 3 of 5

The District Administrator or Technology Director may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.04/page 4 of 5

Building Principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

With prior approval from the District Administrator or Technology Director, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the District's Education Technology.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.04/page 5 of 5

Optional

Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
47 C.F.R. 54.500 – 54.523

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.05/page 1 of 2

ASSISTIVE TECHNOLOGY AND SERVICES

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

“Assistive technology device” means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

“Assistive technology service” means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.05/page 2 of 2

- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

The Board designates the District Administrator and the Director of Special Education as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

Individuals with Disabilities Education Act (IDEA), as amended
20 U.S.C. 1401
Section 504 Rehabilitation Act of 1973
Assistive Technology Act (P.L. 105 - 394) 1998

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.06/page 1 of 3

ELECTRONIC MAIL

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail as an official business tool.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time due to concerns for network security, SPAM, or virus protection. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these list serves or other e-mail services do not exceed the staff member's e-mail storage allotment. Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's technology coordinator (IT staff).

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.06/page 2 of 3

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a Litigation Hold shall be retained.

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7540.06/page 3 of 3

Unauthorized E-mail

The Board does not authorize the use of its proprietary computers and computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the District form.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7542/page 1 of 2

ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES

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), mobile/cell phones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

Board members, employees, students, as well as contractors, vendors, agents, of the District may use their PCD to wirelessly access the District's technology resources (guest or business networks, servers, printers, etc.) while they are on-site at any District facility. Access to the business/guest network shall require authentication.

The Technology Director is authorized to develop the necessary standards for connecting PCDs to the District's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive District data, illegal access to confidential data, damage to the District's intellectual property, damage to the District's public image, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 – Student Education Technology Acceptable Use and Safety, and Policy 7540.04 – Staff Education Technology Acceptable Use and Safety.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources server and network without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7542/page 2 of 2

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

PROPERTY
7550/page 1 of 1

JOINT USE OF FACILITIES/INTER-LIBRARY LOANS

The Board of Education advocates the joint expenditure of District funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with each or all of the governing bodies comprising the District, in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

The Board also authorizes District participation in Inter-Library 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 school district.

43.72, Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8000/page 1 of 2

8000	OPERATIONS
8120	Volunteers
8141	Required Reporting of Staff Conduct
8145	Annual Reports
8210	School Calendar
8220	School Day
8310	Public Records
8315	Information Management
8320	Personnel Records
8320.01	Unauthorized Acquisition of Staff Personal Information
8325	Receipt of Legal Documents by District Employees
8330	Student Records
8330.01	Unauthorized Acquisition of Student Personal Information
8350	Confidentiality
8390	Animals on District Property
8405	Environmental Health and Safety Program
8410	School Safety and Crisis Intervention
8420	Emergency Preparedness
8431	Preparedness for Toxic Hazards
8431.01	Asbestos Management
8442	Reporting Accidents
8450	Control of Casual-Contact Communicable Diseases
8451	Pediculosis (Head Lice)
8452	Automated External Defibrillators (AED)
8453	Direct Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8462	Student Abuse and Neglect
8463	Students Without Parents

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8000/page 2 of 2

8500	Food Services
8510	Wellness
8531	Free and Reduced-Price Meals
8540	Vending Machines
8550	Competitive Food Sales
8600	Transportation
8605	Use of Electronic Wireless Communication Devices by District Employees who Operate Board-Owned or Operated Vehicles
8640	Transportation for Field and Other District-Sponsored Trips
8651	Nonroutine Use of School Buses
8660	Transportation by Private Vehicle
8710	Insurance
8760	Student Accident Insurance
8800	Religious/Patriotic Ceremonies and Observances
8900	Fraud

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8120/page 1 of 2

VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Principal shall be responsible for recruiting and approving community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8120/page 2 of 2

The District Administrator or designee shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

120.20, Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8141/page 1 of 3

REQUIRED REPORTING OF STAFF CONDUCT

The Board of Education recognizes its responsibilities to effectively address criminal charges, convictions, or dismissal/non-renewal due to immoral conduct, by staff members and, where determined appropriate, to provide a measured disciplinary response consistent with due process. In addition, with respect to any person licensed by the State Superintendent, such matters will be reported to the State Superintendent.

Pursuant to State law, immoral conduct means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student. Further, immoral conduct includes the intentional use of a District's equipment to download, view, solicit, seek, display, or distribute pornographic material.

District staff are required to report to the District Administrator alleged immoral conduct by District staff members. If the alleged misconduct to be reported is regarding the District Administrator, the District employee shall report the alleged misconduct to the presiding officer of the Board.

The District Administrator shall investigate any allegation of misconduct by District employees which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the State Superintendent as required by State law.

Staff alleged to have committed such misconduct shall be reassigned or placed on administrative leave pending the outcome of a misconduct investigation.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8141/page 2 of 3

Reporting Requirements for Licensed Staff

If any of the following occurs, the name of the licensed staff member, a complete copy of the staff member's personnel file, and all records related to any investigation of the staff member conducted by or on behalf of the District shall be reported to the State Superintendent:

- A. the licensed staff member is charged with a crime pursuant to Chapter 948, Wisconsin Statutes, including a crime specified as a felony pursuant to section 948.015 that has a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child;
- B. the licensed staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, or a felony with a maximum term of imprisonment of at least five (5) years, or a crime in which the victim was a child, or pursuant to 940.225(3m), Wisconsin Statutes fourth degree sexual assault;
- C. the licensed staff member is dismissed, or his/her contract is not renewed by the District based in whole or in part on evidence that the person engaged in immoral conduct; or
- D. the licensed staff member resigns and the District Administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.

The District Administrator shall make such report within fifteen (15) days after the administrator becomes aware of the charge, conviction, dismissal, non-renewal or resignation.

If an administrator requests a staff member, employed by the District and licensed by the State Superintendent to resign, and there is reasonable suspicion that the person engaged in immoral conduct, the administrator shall notify the staff member that the administrator has the affirmative duty to report to the State Superintendent such suspicion.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8141/page 3 of 3

Non-licensed Staff Reporting Requirements

The District Administrator shall also report to the State Superintendent the name of any person employed by the District, even if the staff member is not licensed by the State Superintendent if the staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, a felony with a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child, or fourth degree sexual assault pursuant to 940.225(3m), Wisconsin Statutes. The District Administrator shall make such report within fifteen (15) days after the administrator becomes aware of the charge conviction.

General Reporting Requirements

The District Administrator shall send a copy of any report made about a staff member, as described herein, that is made to the State Superintendent to the staff member who is the subject of the report.

An administrator, or any other person, who in good faith reports or fails to report information to the State Superintendent is immune from civil liability for such acts or omissions.

115.31, 940.225, 948 Wis. Stats

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8145/page 1 of 2

ANNUAL REPORTS

Pursuant to State law the School District Clerk, after the end of the school year and no later than September 1st shall file an annual report and budget and membership report with the Department of Public Instruction each year.

The Annual District Report and Budget shall include the following:

- A. the school count, consisting of school-age persons residing in the District as described by State law;
- B. the number of children between the ages of four (4) and twenty (20) taught in the District during the school year, which shall include the number of students enrolled on the 3rd Friday in September and the 2nd Friday in January of the previous school year as described in state law. Or on alternative dates established by DPI in the event school can not be held on either of those count days;
- C. the number of children below the age of four (4) and above the age of twenty (20) who attended school in the District;
- D. the number of school days taught, including holidays, and the number of hours of direct student instruction provided in each school by teachers legally qualified to teach;
- E. the names of all teachers employed by the District during the school year, including specifically the number of teachers employed by the school district on the 3rd Friday in September of the previous school year, the number of days taught by each, the monthly salary paid to each, and the time allowed each teacher to attend an educational conference for which no wages were deducted;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8145/page 2 of 2

- F. the amount of money received during the school year, designating separately the amount received from the school fund income, from taxes levied by the County Board, from taxes voted by the District, and from all other sources; the manner in which funds were expended, showing separately the expenditure of school money received from the State;
- G. the amount and character of District debts;
- H. payroll and related benefit costs for all District employees in the previous school year, which shall be amended to reflect any increase cost through collective bargaining agreement that occurs after the annual report is filed and before October 1st;
- I. a description of the educational technology used by the District, including the uses made of the technology, the cost of the technology and the number of persons using or served by the technology; and
- J. the estimated budget for the current school year which shall be based upon the uniform accounting system prescribed by the Department;
- K. the number of students for whom contracts with private education services are entered into under s. 120.13(26);
- L. other facts and statistics in relation to the District as the Department of Public Instruction requires.

120.18, 121.05, Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8210/page 1 of 1

SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes shall not begin prior to September 1st except when holding year-round school or when so authorized by the Department of Public Instruction.

The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and shall contain a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report.

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the Board shall determine if additional school days during which student instruction will occur will be scheduled or if additional instructional time shall be added to existing school days such that the required instructional time is reached.

The District Administrator shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8220/page 1 of 1

SCHOOL DAY

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The District Administrator may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare procedures for the proper and timely notification of concerned persons and parents in the event of any emergency closing of the schools.

118.24(2), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8310/page 1 of 2

PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include notes for the personal use of the author, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.

Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond as soon as practicable and without delay to the requestor providing the requested documents or informing the requestor of the District's intent to deny access providing specific explanation regarding the decision to deny access.

A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the District Administrator may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employee's hourly rate for salary and benefits, as well as a reproduction cost of \$0.10 per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8310/page 2 of 2

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

Records Retention Schedule

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention.

The most recent edition of the guidelines is dated May, 2010. It may be accessed at the following web address:

<http://publicrecordsboard.wi.gov/docview.asp?docid=15892&locid=165>

19.21, 19.31-39, 120.13(12), Wis. Stats.

29 C.F.R. Part 1635

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8315/page 1 of 4

INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in AG 8310A. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule". The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" include:

- A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8315/page 2 of 4

- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;
- G. when the District Administrator recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8315/page 3 of 4

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the District Administrator may initiate a "Litigation Hold" under this policy. If the District Administrator initiates a "Litigation Hold," s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or District Administrator may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure".

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8315/page 4 of 4

A "Litigation Hold" shall remain in place until removed by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed.

Federal Rules of Civil Procedure 34, 37(f)

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320/page 1 of 5

PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the Board of Education satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records.

District Records Officer Designation and Responsibilities

The Board designates the Human Resources Director as the District Records Officer (DRO). The DRO will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRO to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The DRO will also ensure that the following personnel records, if applicable, are maintained in separate, secure files:

- A. criminal conviction history requests and reports
- B. employee assistance program records
- C. employee relations complaints including, for example, discrimination complaints
- D. investigative and deliberative records relating to employee relations matters
- E. privileged and confidential communications including, but not limited to, attorney-client communications

Content of Personnel Record Files

The content of the files maintained by the District shall be determined by the DRO consistent with the requirements of State and Federal law and sound principles of human resource management.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320/page 2 of 5

Third-Party Access to Personnel Records – Confidentiality

It is the Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the Board's interest. Information in an employee's personnel file, medical file, payroll file, I-9 file and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the Board or as required by law (e.g. subpoena or public record request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes.

Access to Personnel Documents, Employee and Designated Representative

A. Covered Documents

Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee
2. letter of reference for that employee
3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320/page 3 of 5

4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes
5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding
7. medical records that the District believes would have a detrimental effect on the employee

In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. Request and Review Procedure

The District shall grant at least two (2) requests by an employee in a calendar year, to inspect the employee's records as provided in this policy.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320/page 4 of 5

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRO or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. Copy Charges

The District will charge employees who wish to copy or receive a copy of records a reasonable fee for providing copies, which may not exceed the actual cost or reproduction.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320/page 5 of 5

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

103.13, Wis. Stats.
The Americans with Disabilities Act of 1990

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320.01/page 1 of 2

UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION

The District Records Officer (DRO) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations.

If the DRO becomes aware of the unauthorized acquisition of "Personal Information" the DRO shall make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice shall be by mail or by a method the District has previously employed to communicate with the staff member.

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRO shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District shall identify the personal information that was acquired.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8320.01/page 2 of 2

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

134.98 Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8325/page 1 of 2

RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES

School employees often gain substantial personal knowledge regarding many aspects of the lives and behavior of students. As a result they may be called upon to provide testimony in the course of legal proceedings such as divorce actions involving custody disputes, criminal prosecutions or other types of legal proceedings. School employees may also be the subject of civil suits relating to the performance of their employment responsibilities, resulting in the service of legal documents requiring them to respond to allegations, produce records or provide sworn testimony.

Service of Legal Documents

Legal service requires compliance with procedural rules. Staff members may not accept service of legal documents on behalf of the District unless authorized to do so, and should not agree to accept service via e-mail, fax, or other means other than personal service unless directed to do so.

The District Administrator has authorization to contact legal counsel.

Student Records and Other Confidential Information

If a District staff member is served with any legal document(s) such as a subpoena or summons and complaint, requiring this staff member to answer factual allegations or appear at a particular place and time to provide testimony and/or records pertaining to any matter related to the staff member's employment, the staff member must immediately notify the building principal or District Administrator.

Legal documents regarding matters related to school business may implicate confidential personnel records or protected student records (see Policy 8330 and Policy 8310). Observation and opinions regarding student behavior, academic performance or similar topics likewise constitute confidential records. The administration shall determine what action must be taken regarding the disclosure of and testimony related to school documents. No staff member may produce confidential student records or testify concerning the content of student records without first notifying the administration.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8325/page 2 of 2

District administration shall be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

Compliance with Legal Documents

Depending on the circumstances of the particular matter involved, District administration may determine what action must be taken in the event a staff member is issued a subpoena requiring attendance at any hearing, deposition or requiring the production of documents, however nothing in this policy shall require any staff member to disregard, to otherwise fail, to properly comply with any legally served documents, or any court order pertaining to the staff member's testimony or production of documents.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 1 of 10

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 2 of 10

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 3 of 10

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 - 2. the parent or eligible student, upon request, receives a copy of the record; and
 - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 4 of 10

- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 5 of 10

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government -supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practical, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 6 of 10

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. photograph;
- C. participation in officially-recognized activities and sports;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 7 of 10

- D. height and/or weight, if a member of an athletic team;
- E. date of graduation;
- F. degrees and awards received;

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

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.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 8 of 10

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as 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, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

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, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary 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

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 9 of 10

- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator shall ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330/page 10 of 10

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

118.125 Wis. Stats.

34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8330.01/page 1 of 1

UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION

The Board of Education is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information" the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice shall be by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

134.98 Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8350/page 1 of 2

CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ.

It is further the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

The following portions of this policy apply only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8350/page 2 of 2

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

19.36(1), Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 1 of 7

ANIMALS ON DISTRICT PROPERTY

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

- A. **“Animal”**: Includes any living creature that is not a human being.
- B. **“Service animal”**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 2 of 7

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), certified therapy animals, or those that serve as service animals as required by Federal and State law.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 3 of 7

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 - 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 4 of 7

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 5 of 7

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity does not intend to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education’s Office for Civil Rights or the Department of Justice.

Eligibility of a Student’s Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal’s handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal and Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness

While the bus is in motion, the service animal shall remain positioned on the floor, at the student’s feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal’s behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 6 of 7

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the District Administrator.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8390/page 7 of 7

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

28 C.F.R. 35.104, 28 C.F.R. 35.136

Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)

The Americans with Disabilities Act (ADA)

The Individuals with Disabilities Education Act (IDEA)

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 1 of 6

ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator shall develop guidelines to provide for IEQ monitoring and maintenance. The following must be included in the plan the District establishes:

- A. an employee designated to serve as the IEQ Coordinator for the District;
- B. the following strategies shall be delineated by the IEQ Coordinator:
 1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;
 2. a complaint procedure for IEQ concerns of parents, students, or employees;
 3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 2 of 6

4. at least annually review the management plan and provide an update to the Board; and
 5. identify additional Board policies governing IEQ issues for consideration.
- C. provides for training on environmental quality standards for maintenance employees and for the IEQ coordinators and committee members;
- D. develops a schedule of and standards for routine maintenance of District properties.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 3 of 6

- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 4 of 6

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.

In addition, the District Administrator shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plan when, and if, problems with IAQ are identified.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 5 of 6

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8405/page 6 of 6

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 7430 - Safety Standards
Policy 8410 - School Safety and Crisis Intervention
Policy 8420 - Emergency Preparedness
Policy 8431 - Preparedness for Toxic Hazards
Policy 8431.01 - Asbestos Management
Policy 8442 - Reporting Accidents
Policy 8450 - Control of Casual-Contact Communicable Diseases
Policy 8453 - Direct Contact Communicable Diseases
Policy 8453.01 - Control of Blood-Borne Pathogens

101.11, Wis. Stats.
118.07, Wis. Stats.
Chapter 32, Wis. Admin. Code
29 C.F.R. Part 1910

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8410/page 1 of 1

SCHOOL SAFETY AND CRISIS INTERVENTION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

A school safety plan will be developed for each school in the District and approved by the Board. Each school's plan will be reviewed no less than every three (3) years and resubmitted to the Board for approval.

Title IX, Section 9532 of the No Child Left Behind Act of 2001
118.07(4)(a)-(d) Wis. Stat.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8420/page 1 of 1

EMERGENCY PREPAREDNESS

The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall require that fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Each school's emergency preparedness plan shall be reviewed by the Board at least once every three (3) years following initial adoption.

The District Administrator shall develop guidelines for the handling of all emergency evacuations.

118.07, 121.02(g)(i), Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8431/page 1 of 2

PREPAREDNESS FOR TOXIC HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8431/page 2 of 2

The District will comply with any lead-screening requirements promulgated by the Department of Health Services.

101.58 et seq, 254.162, 254.20, Wis. Stats.

15 U.S.C. 2601

20 U.S.C. 4022

20 U.S.C. 4014

20 U.S.C. 4011

20 U.S.C. 4011 et seq.

29 C.F.R. 1910.1450(b)

OSHA Brief – Hazard Communication Standard: Safety Data Sheets

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8431.01/page 1 of 1

ASBESTOS MANAGEMENT

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the District Administrator to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 (“AHERA”). To this end, the Board authorizes the District Administrator to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The District Administrator will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District’s Asbestos Management Plan and any response actions taken or planned.

20 U.S.C. 4011 et seq.

Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Asbestos School Hazard Abatement Reauthorization Act of 1990

40 C.F.R. 763

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8442/page 1 of 1

REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the School Nurse or Human Resources Director. Injured persons shall be referred immediately to the school nurse for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the job supervisor or Human Resources Director, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with applicable policy.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8450/page 1 of 1

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include

- A. diphtheria,
- B. scarlet fever and other strep infections,
- C. whooping cough,
- D. mumps,
- E. measles,
- F. rubella, and
- G. others designated by the Wisconsin Department of Health Services (hereinafter referred to as DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the Wisconsin Department of Health Services.

252.19, 252.21, Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8451/page 1 of 1

PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary.

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8452/page 1 of 1

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Board of Education has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.

An AED is a heart monitor and defibrillator that:

- A. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;
- B. charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

The AED device(s) will be located at school buildings for use by individuals with proper AED training.

Students in the high school will be offered instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation, and will be provided instruction about automated external defibrillators.

146.50(8)(g), Wis. Stats.
118.076 Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8453/page 1 of 2

DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and dealing with Homebound Instruction.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8453/page 2 of 2

252.21, Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8453.01/page 1 of 2

CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.

The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.

To protect staff members and students, the District Administrator shall implement the following guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual:

- A. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. providing for record-keeping of all of the above which complies with both Federal and State laws;
- F. developing an exposure control plan.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8453.01/page 2 of 2

Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials should complete the blood-borne Pathogens School Training made available through the DPI.

29 C.F.R. 1910.1030

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8462/page 1 of 1

STUDENT ABUSE AND NEGLECT

The Board of Education 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 law.

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 detailed herein 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 thereafter at least once every five (5) years after the initial training.

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

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

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

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.

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.

48.981, 118.07(5) Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8463/page 1 of 1

STUDENTS WITHOUT PARENTS

Any teacher, administrator, counselor, or school social worker who knows that a child is without a parent or guardian shall report that fact as soon as possible to the Green County Social Services Department. Such a report is not required if a student has a legal custodian or is cared for by a kinship care relative.

118.175, Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8500/page 1 of 4

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with applicable State and Federal requirements. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8500/page 2 of 4

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

Guidelines will be developed by the District Administrator regarding delinquent lunch accounts and the threshold for alternate meals.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8500/page 3 of 4

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8500/page 4 of 4

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

15.137, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.
7 C.F.R. 210, 215, 220, 240
42 U.S.C., Chapter 13

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8510/page 1 of 3

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the New Glarus School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8510/page 2 of 3

- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

The District Administrator is encouraged to form a wellness committee in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator.

The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. recommend revision of the policy, as necessary; and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8510/page 3 of 3

The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

Before the end of each school year the wellness committee shall submit to the District Administrator and Board their report in which they describe the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

The District Administrator or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee of the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

Review of this policy shall occur periodically, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.

42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8531/page 1 of 2

FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall at least annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8531/page 2 of 2

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: program.intake@usda.gov.

This District is an equal opportunity provider.

115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
P.I. 42, Wis. Adm. Code
42 U.S.C. 1771 et seq.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8540/page 1 of 1

VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- B. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

42 U.S.C. 1779

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8550/page 1 of 1

COMPETITIVE FOOD SALES

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

The food-service program shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies and guidelines. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

Title 7 C.F.R. 210.11

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8600/page 1 of 2

TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8600/page 2 of 2

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being.

120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8605/page 1 of 1

USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES
BY DISTRICT EMPLOYEES WHO OPERATE
BOARD-OWNED OR OPERATED VEHICLES

Personal communication devices ("PCDs"), including PCDs equipped with ear pieces, ear buds, headsets, and/or Bluetooth, shall **not** be used for sending or receiving text messages, or sending or receiving e-mails or any other data, anytime the operator is actively driving a District school bus or other Board-owned vehicle during the course of employment, with or without students on board.

For purposes of this policy, electronic PCDs include, but are not limited to, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, any text-messaging device, and other WI-FI-enabled or broadband access devices, including computers.

The mobile radio installed on all District school buses will be the primary communication system for District school bus operators. If the mobile bus radio fails, and the school bus operator's responsibility for the safety and health of the students being transported makes it necessary for the school bus driver to use a PCD while performing bus-operating duties, the school bus operator will depart the roadway, stop the bus in a safe area, and then use the PCD. Before using the PCD to send or receive a text message, the school bus or school vehicle operator must move the vehicle outside all lanes of travel and ensure that the vehicle is in a stationary position by placing the vehicle's transmission in park, or turning off the vehicle's engine, and setting the emergency brake.

Safety is always the priority while driving a school bus or other vehicle in the course of employment. Any deviation to the above policy will result in disciplinary action up to and including termination.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8640/page 1 of 1

TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

121.54(7), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8651/page 1 of 1

NONROUTINE USE OF SCHOOL BUSES

The Board of Education will not permit the school buses owned or leased by this District to be used for purposes other than school-related use.

120.13(27), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8660/page 1 of 2

TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the Principal.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, and the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District. The District Administrator may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8660/page 2 of 2

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

121.52, 121.53, Wis. Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8710/page 1 of 1

INSURANCE

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. negligent acts or omissions which cause personal injury or wrongful death
- B. fire and extended coverage on buildings and contents
- C. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- D. boiler and machinery
- E. special coverage for equipment not ordinarily covered under a standard policy
- F. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- G. worker's compensation coverage
- H. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Business Manager shall administer the insurance program.

120.12(6), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8760/page 1 of 1

STUDENT ACCIDENT INSURANCE

The Board of Education recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools.

120.13(2)(a), Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8800/page 1 of 2

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 Policy 9700 - Relations with Special Interest Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8800/page 2 of 2

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the pledge or sing the national anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12.

118.06(2), Wis. Stats.
20 U.S.C. 4071 et seq.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

OPERATIONS
8900/page 1 of 1

FRAUD

The Board of Education is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The District Administrator, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9000/page 1 of 1

9000	RELATIONS
9130	Public Requests, Suggestions, or Complaints
9140	Citizens' Advisory Committees
9150	School Visitors
9151	Use of Cameras and Other Recording Devices in Locker Rooms
9160	Public Attendance at School Events
9210	Parent Organizations
9211	District-Support Organizations
9250	Relations with Parents
9270	Home-Based, Private, or Tribal Schooling
9700	Relations with Non-School Affiliated Groups
9700.01	Advertising and Commercial Activities
9800	High School Diplomas to Veterans
9800.01	Veterans as Classroom Volunteers

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 1 of 6

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

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

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 2 of 6

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 3 of 6

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after receiving the District Administrator's written response.

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

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

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

Guidelines for Matters Regarding District Services or Operations

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

Guidelines for Matters Regarding Enrollment Disputes

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

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 4 of 6

Guidelines for Matters Regarding the Educational Program

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

Guidelines for Matters Regarding Instructional Materials

Students and parents shall be adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection.

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

- A. The criticism is to be addressed to the Curriculum Director, in writing, and shall include:
 1. author;
 2. title;
 3. sections objected to by page and item;
 4. reasons for objection.
- B. Upon receipt of the information, the District Administrator may appoint a review committee.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 5 of 6

- C. The committee, in evaluating the questioned material, shall be guided, although not limited, by the following criteria:
 - 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
 - 2. the accuracy of the material
 - 3. the objectivity of the material
 - 4. the use being made of the material
- D. The material in question may not be withdrawn from use pending the committee's recommendation to the District Administrator.
- E. The committee's recommendation shall be reported to the District Administrator in writing within twenty (20) business days following the formation of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- F. The individual(s) may appeal the District Administrator's recommendation within five (5) business days of receiving the response to the Board. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- G. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9130/page 6 of 6

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9140/page 1 of 2

CITIZENS' ADVISORY COMMITTEES

The Board of Education, in its discretion, shall establish citizens' advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

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

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

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

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9140/page 2 of 2

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

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

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

19.81 et seq., Wis. Stats.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9150/page 1 of 2

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the local law enforcement agency may be contacted to provide assistance including removal of the individual.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

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

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9150/page 2 of 2

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member or other visitor observes a situation or condition which causes concern, s/he should discuss the situation first with the Principal as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

If the Board member believes the situation or condition serious enough, s/he may wish to also inform the District Administrator.

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

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9151/page 1 of 1

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

175.22, 942.08, 942.09, Wis Stats.

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9160/page 1 of 3

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9160/page 2 of 3

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 – Use of Tobacco on School Premises.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the District Administrator to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the District Administrator.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9160/page 3 of 3

29 CFR Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9210/page 1 of 1

PARENT ORGANIZATIONS

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

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

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

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

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9211/page 1 of 1

DISTRICT-SUPPORT ORGANIZATIONS

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

These needs may be educational to parents and/or children. In addition to parents, membership shall be available to the District's professional staff.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the Principal and other staff members. Each group will submit its bylaws to the Committee for its approval and shall abide by the policies of the Board and the guidelines established by the Committee.

Each group's fund-raising activities shall be in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. Additionally, the funds shall be used for school-related projects that have the approval of the Principal.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9250/page 1 of 1

RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

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

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9270/page 1 of 2

HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

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

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board may allow any student who is being educated at a private school or a tribal school to participate, if space is available, in any of the District's or extra-curricular programs.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than 2 courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9270/page 2 of 2

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

118.145(4), Wis. Stats.

118.133, Wis. Stats.

118.53, Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700/page 1 of 4

RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool related agency or organization, public or private, without the approval of the District Administrator or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. **Materials or Activities**

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

1. The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the District Administrator.
2. Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700/page 2 of 4

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District;

C. Distribution/Posting of Literature

1. Non-school affiliated organizations may distribute or post literature on District property either during or after school hours only with advance permission of the principal.
2. Staff or students may be permitted to distribute literature regarding or on behalf of non-school sponsored organizations or activities, in such a manner as described in this policy and in a manner that does not disrupt or interfere with educational activities and is not done in a manner that conveys the message of endorsement or approval of the school or District of the group or message.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700/page 3 of 4

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the District Administrator.

Decisions regarding the request to solicit funds shall not be based on the purpose or function of the group soliciting funds, unless the purpose of the organization is inappropriate for the age group of students, promotes activity that is unhealthy or unlawful, or is otherwise inconsistent with the pedagogical interests of the school.

D. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations which offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not unlawfully discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Administration of scholarship or award programs appropriately designated under this policy to benefit individuals in a particular group that has not traditionally been represented does not violate this policy.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700/page 4 of 4

In accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

The District will periodically review their procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

E.. Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Surveys, Analyses, Evaluation.

118.125, Wis. Stats.

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**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700.01/page 1 of 5

ADVERTISING AND COMMERCIAL ACTIVITIES

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. **Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700.01/page 2 of 5

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

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

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700.01/page 3 of 5

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- C. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- D. No advertisement may contain libelous material.
- E. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- F. No advertisement shall be false, misleading or deceptive.
- G. Each advertisement must be reviewed in advance for age appropriateness.
- H. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700.01/page 4 of 5

- I. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- J. Students shall not be required to advertise a product, service, company or industry.
- K. Advertising will not be permitted on the outside or the inside of school buses.
- L. The District Administrator is responsible for screening all advertising.
- M. The District Administrator may require that samples of advertising be made available for inspection.
- N. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- O. Final discretion regarding whether to advertise and the content and value of the materials will be with the District Administrator.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement
- B. authority of District administration to view and approve all materials prior to actual placement

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9700.01/page 5 of 5

- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties

The District Administrator shall negotiate all such agreements with the advertiser.

Accounting

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9800/page 1 of 2

HIGH SCHOOL DIPLOMAS TO VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board may also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9800/page 2 of 2

If the veteran is deceased and satisfied criteria B. through D. above, the Board may award a diploma posthumously and present that diploma to a surviving relative of the veteran.

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

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

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policy

**BOARD OF EDUCATION
SCHOOL DISTRICT OF NEW GLARUS**

RELATIONS
9800.01/page 1 of 1

VETERANS AS CLASSROOM VOLUNTEERS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of Public Instruction presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

- A. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.
- B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.
- C. The veteran is not an employee of the School District during the term in which the volunteer service takes place.
- D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Public Instruction a form signed by the school principal or the District Administrator verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

45.09, Wis. Stats.

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Policies of the Board of Education

Series 400: Board of Education

USE OF UAV'S (DRONES) ON SCHOOL GROUNDS

731.2

The use of drones/UAV's for any purpose may be permitted at New Glarus School District events only, provided the following conditions and requirements are satisfied:

- A. Drone operation requires Certificate of Authorization (COA)-or the necessary 333 Exemption-as issued by the FAA when required by law and advanced written consent (at least 24 hours) from the District Administrator.
- B. A signed agreement holding the New Glarus School District harmless from any claims of harm to individuals or damage to property. In addition, UAV operators must provide proof on insurance with liability limits of not less than \$1 million that identifies the New Glarus School District as additionally insured.
- C. UAV controllers must maintain line of sight at all times during operation and are prohibited from flying UAV's over playing surfaces, seating and spectator areas where and when people are present, as well as parking areas where and when people and vehicles are present.
- D. UAV controllers and their employers are responsible for ensuring operators are trained in the use of the drone that they operate. UAV operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the UAV as a result of weather, operator error or judgment, and failure of device systems and equipment.
- E. When recording or transmitting visual images, *UAV controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms. In Wisconsin, it is a misdemeanor to use a drone to "photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy." (Wis.Stat. § 942.10).

The District Administrator, or designee, shall refuse admission to any individual or group attempting or intending to use a UAV without authorization. The District Administrator, or designee, may suspend play of athletic or other competitions, if necessary, to remove and confiscate any authorized or unauthorized use of a UAV in prohibited areas.

Failure to follow this policy may result in local, state and federal penalties if applicable.

Drone Requirement Checklist:

- ___ FAA approval with Certificate of Authorization or necessary 333 Exemption
- ___ District Administrator approval
- ___ Proof of insurance as required by this policy
- ___ Statement that the operators are trained in the use of the UAV

*Any unauthorized use of any transmission, internet stream, phot image, film, videotape, audio tape, play-by-play depiction or description of any competition and/or game action is prohibited without written consent of the New Glarus School District. All “Real-time or tape-delayed audio, video or textual transmission of play-by-play is exclusive property of the New Glarus School District. Any account/transmission of real-time video, audio or textual play-by-play is prohibited on-site without consent of the New Glarus School District.

Cross Ref.:

Adopted: November 9, 2015

School District of New Glarus

Policies of the Board of Education

Series 800: School-Community Relations

NEWS MEDIA RELATIONS

822

The Board of Education encourages a policy of sound relations with the press and other communication media in the community and surrounding geographical area.

In order to minimize interruptions in the school day, all requests by representatives of the media to speak to students or staff on school property or during the school day are to be referred to the Principal for approval. Generally, the Principal is to represent the school's position with the media on building issues. Employees shall not discuss individual students or families with the media.

Media requests regarding District-wide issues or disturbances, disruptions, or emergencies shall be directed to the Superintendent. Natural disasters, fires, strikes, sit-ins, and bomb threats, etc. are examples of issues that should be directed to the Superintendent.

The Superintendent may authorize other personnel to speak for the District.

Legal Ref.: Sections 19.32 – 19.37 Wisconsin Statutes
118.125
FERPA 34 CFR 99.30

Cross Ref.: 188, News Media at Board Meetings
347, Rules, Student Record Procedures

Adopted: May 23, 2011

School District of New Glarus

MEMORIALS AND FUNERALS

The Board recognizes that when a school community experiences the sudden death of a student, staff or community member with particular ties to the school community over a period of many years, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Use of school district property for memorial services is permitted. Requests from students, staff, parents, or others for remembering or memorializing a person may be approved by the Superintendent or designee, subject to the provisions of this policy.

In the immediate aftermath of a death, at the discretion of the Principal, the school building may be opened with counselors available to address student needs, and temporary memorials may be permitted. He/she will consult with the family of the deceased, as appropriate. The display of all remembrances will be temporary in nature, removed in a timely manner, and offered to the family. Gifts or donations for scholarships or to the scholarship fund are encouraged for a more lasting remembrance.

Requests may be made to memorialize an individual in school yearbooks or at school events. Activities that will not detract from scheduled classroom or school activities, or the celebration of student accomplishments may, with proper building principal approval, be authorized. Activities or events may be rescheduled or cancelled with prior Superintendent or designee approval only. Major school ceremonies such as graduation, awards, and scholarship events or the like, are not appropriate for significant memorial activities.

Schools may observe a moment of silence in memory of the individual as deemed appropriate by the Superintendent or designee. Additional District counseling services may be made available to provide support. Student, staff, or community deaths will not be announced or memorialized over the intercom. School will not be dismissed early or cancelled on the day of a memorial or funeral service. Flags may be lowered only in accordance with state and federal law.

Adopted: February 24, 2014

School District of New Glarus