

**NOTICE**

**SCHOOL DISTRICT OF NEW GLARUS  
BOARD OF EDUCATION  
POLICY, SPORTS, AND CO-CURRICULAR COMMITTEE MEETING  
MONDAY, FEBRUARY 12, 2018  
HIGH SCHOOL CONFERENCE ROOM  
6:45 PM**

**AGENDA**

- I. CALL MEETING TO ORDER - KEITH STEFFEN**
- II. NEOLA POLICY UPDATES**
  - A. PO0155 - COMMITTEES 2
  - B. PO7430 - SAFETY STANDARDS 3
  - C. PO9130 - PUBLIC REQUESTS, SUGGESTIONS OR COMPLAINTS 4
  - D. PO9140 - CITIZENS ADVISORY COMMITTEES 7
  - E. PO9211 - DISTRICT SUPPORT ORGANIZATIONS 8
- III. POLICY 5460 - HIGH SCHOOL GRADUATION REQUIREMENTS 9**
- IV. 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

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.

Book	Policy Manual
Section	Policy Committee
Title	COMMITTEES
Number	po0155
Status	Policy Committee Review
Adopted	March 13, 2017

#### 0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The President is authorized to appoint as soon after the Annual Reorganizational meeting as practicable, members of the Board to the Personnel, Curriculum, Building and Grounds, and Policy Committees where they shall serve a term of one (1) year.

Ad hoc committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident.

Members of ad hoc committees shall serve until the committee is discharged.

The District Administrator shall serve as an ex-officio member of each committee.

A member may request (or refuse) appointment to a committee.

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Last Modified by Jennifer Thayer on January 26, 2018

Book	Policy Manual
Section	Policy Committee
Title	SAFETY STANDARDS
Number	po7430
Status	Policy Committee Review
Adopted	March 13, 2017

#### 7430 - 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, students, and visitors.

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 and report such actions 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.

Legal 101.055, Wis. Stats.

Last Modified by Jennifer Thayer on January 26, 2018

Book	Policy Manual
Section	Policy Committee
Title	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Number	po9130
Status	Policy Committee Review
Adopted	March 13, 2017

### 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by [Policy 1422](#), Policy 3122 and Policy 4122.

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the 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.

##### 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.

#### 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".

### **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, [which shall comply with open meetings law](#).

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.

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

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

Last Modified by Jennifer Thayer on January 26, 2018

Book	Policy Manual
Section	Policy Committee
Title	CITIZENS' ADVISORY COMMITTEES
Number	po9140
Status	Policy Committee Review
Adopted	March 13, 2017

#### 9140 - CITIZENS' ADVISORY COMMITTEES

The Board of Education, in its discretion, ~~may shall~~ establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed~~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 assignment~~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.

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.

Legal 19.81 et seq., Wis. Stats.

Last Modified by Jennifer Thayer on January 26, 2018

Book	Policy Manual
Section	Policy Committee
Title	DISTRICT-SUPPORT ORGANIZATIONS
Number	po9211
Status	Policy Committee Review
Adopted	March 13, 2017

#### 9211 - **DISTRICT-SUPPORT ORGANIZATIONS**

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

~~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.

Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like

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Last Modified by Jennifer Thayer on January 26, 2018

Book	Policy Manual
Section	5000 Students
Title	GRADUATION REQUIREMENTS
Number	po5460
Status	Active
Adopted	March 13, 2017

#### 5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

Graduation diplomas awarded by the District shall be based on learning achievements rather than on the amount of time students spend in attendance. Specific achievement information shall be available on transcripts to those who will assist the learner in his/her development in a post- secondary institution or career.

Each student successfully completing a prescribed high school program and other requirements outlined below shall, upon the recommendation of the high school principal and approval of the Board of Education, be presented a diploma certifying graduation. All students must complete 28.0 credits including the 17.0 credits of Specific Course Requirements. All students must take a minimum of four periods of classes per trimester while Juniors and Seniors in an approved work experience or co-op program are to take a minimum of three periods of classes per trimester. Only in special cases, after consultation with the counselor and approval of the high school principal, will students be allowed to take less than the normal load.

#### **Middle School Students Enrolled in High School Classes**

Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit, GPA, or class rank. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.

Students may be provided the option to retake the class when enrolled in high school for high school credit, GPA, and class rank.

#### **A. Specific High School Course Requirements:**

1. Four (4) credits of English
2. Three and a half (3.5) credits of Social Studies
3. Three (3) credits of Science
4. Four (4) credits of Mathematics
5. One and a half (1.5) credits of Physical Education – taken through district approved Physical Education curriculum
6. Half (.5) credits of Employability Skills
7. Half (.5) credits of Health
8. Eleven (11) credits electives in Career and Technical Education, World Language, Fine Arts, and other courses.

- B. In order to be granted a high school diploma, beginning with the 2016- 2017 school year, a student must successfully complete a civics assessment

