

## NOTICE

**SCHOOL DISTRICT OF NEW GLARUS  
BOARD OF EDUCATION  
POLICY, COMMUNICATION & ADVOCACY COMMITTEE  
MONDAY, SEPTEMBER 23, 2019  
HIGH SCHOOL CONFERENCE ROOM  
6:45 PM**

## AGENDA

- I. **CALL MEETING TO ORDER - DEBRA FAIRBANKS**
- II. **FUNDRAISING** 3
- III. **NEOLA POLICY REVISIONS**
  - A. PO0168.1 - MEETING MINUTES 7
  - B. PO5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS 8
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- IV. **ADJOURNMENT**

### POSTED :

NG HIGH SCHOOL  
NG MIDDLE SCHOOL  
NG ELEMENTARY SCHOOL  
NG POST OFFICE  
BANK OF NEW GLARUS  
STATE BANK OF CROSS PLAINS-NEW GLARUS  
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE 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. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

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# New Glarus School District

## Fundraising - Part A

### REQUEST FOR APPROVAL

Date of Request: \_\_\_\_\_ School: \_\_\_\_\_

Requestor, Advisor in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Fundraising Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Describe the Fundraising Activity: \_\_\_\_\_  
\_\_\_\_\_

Purpose for which funds will be used: \_\_\_\_\_  
\_\_\_\_\_

Select One: Soliciting in School Only \_\_\_\_\_ Soliciting in School and Community \_\_\_\_\_

Will the fundraising item(s) cause a public relations concern? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the fundraiser done in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated number of students involved: \_\_\_\_\_

Items to be purchased: \_\_\_\_\_

Name of Vendor(s): \_\_\_\_\_

Estimated Total Revenue: \_\_\_\_\_ Estimated Net Profit (Revenue less expense): \_\_\_\_\_

Is this fundraiser managed through the school activity account? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain \_\_\_\_\_  
\_\_\_\_\_

Will cash be handled for the fundraiser? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If yes, cash handling guidelines must be followed.*

Will food be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If yes, the District Nutrition Guidelines must be followed.*

First day of the fundraiser: \_\_\_\_\_ Last Day of the Fundraiser: \_\_\_\_\_

What will happen with the items that are not sold? \_\_\_\_\_

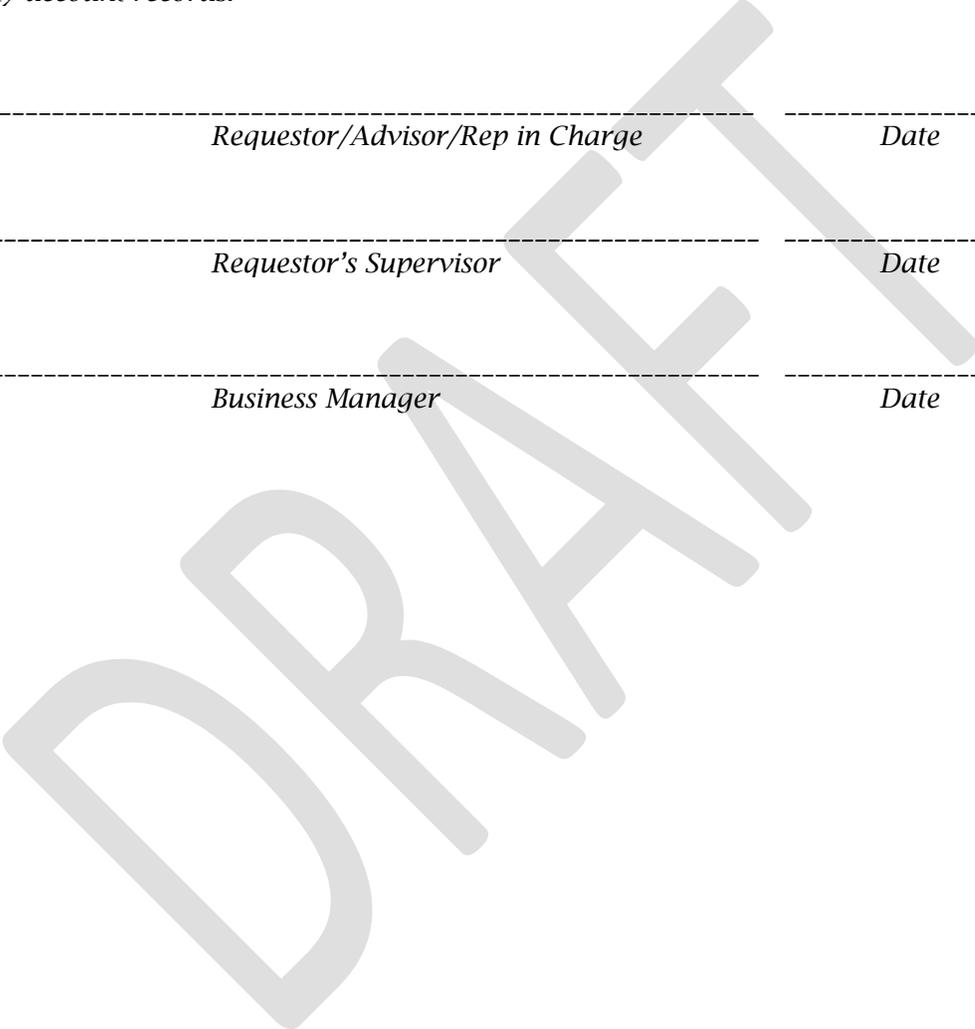
Are school district facilities required? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If yes, a facility use permit must be completed. The fundraiser must be approved by the host school and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser Part A form.*

**IMPORTANT:** *This form must be signed by the Requestor/Advisor/Rep in charge and their Supervisor, then sent to the Business Manager for approval. Once the fundraiser is approved, the form will be sent back to the Requestor/Advisor/Rep for their records. The fundraiser cannot begin until this form has been signed and returned to the Requestor/Advisor/Rep.*

*Upon completion of the fundraiser, the Requestor/Advisor/Rep is responsible for completing the "Funding-Part B" form and attaching it to this original request and submitting to the Supervisor and Business Manager for review within 30 days. These forms should be retained with the school activity account records.*

-----	-----
<i>Requestor/Advisor/Rep in Charge</i>	<i>Date</i>
-----	-----
<i>Requestor's Supervisor</i>	<i>Date</i>
-----	-----
<i>Business Manager</i>	<i>Date</i>





# New Glarus School District

## Fundraising - Part B

### To Be Completed Within 30 Days After The Fundraiser

Upon completion of the fundraiser, the Requestor (Advisor / Rep in charge) is responsible for completing this form and attaching to the original request, Fundraising - Part A, and submitting to the Supervisor and Business Manager. The Business Manager should then retain both forms.

Name of Fundraising Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Requestor (Advisor / Rep in Charge): \_\_\_\_\_

Phone: \_\_\_\_\_

First day of the fundraiser: \_\_\_\_\_ Last Day of the Fundraiser: \_\_\_\_\_

Total Sales\* \$ \_\_\_\_\_

Total Expenses\* \$ \_\_\_\_\_

Net Profit \$ \_\_\_\_\_

\*If the fundraiser is process through a school activity account, expense receipts and revenue documentation must be attached.

Advise when and how the profits were/will be utilized: \_\_\_\_\_

Comments (Explain any variances, success/failure of the fundraiser, etc.): \_\_\_\_\_

\_\_\_\_\_  
*Requestor/Advisor/Rep in Charge* *Date*

\_\_\_\_\_  
*Requestor's Supervisor* *Date*

\_\_\_\_\_  
*Business Manager* *Date*



# New Glarus School District

## FUNDRAISING GUIDELINES

Requests for school-affiliated fundraising shall be made on the *Fundraising Form (Part A)* available in each school office or the district office. Fundraising cannot begin until an approved Fundraising Form has been returned to the requestor.

1. All groups are allowed to conduct two fundraisers per school year. Repeat fundraisers, such as repeating a t-shirt sale, do not count toward the total number.
2. If the fundraiser requires a school district facility, a facility use request must be completed. Submit the facility request along with a copy of the Fundraiser Form.
3. Upon completion of the fundraiser, the advisor/representative in charge shall complete the *Fundraiser Form (Part B)*, attach it to the original request and submit the form to their supervisor. The form shall be retained by the designated school district staff.
4. If cash is being collected, cash handling guidelines must be followed.
5. Fundraising shall not conflict with the school lunch programs or classroom activities.
6. If food will be sold, the District's Nutrition Guidelines must be followed.
7. Ticket sales for regular school events, such as athletic contests, musicals, school pictures or similar regular building functions are not covered by the fundraising policy.
8. Student participation in fundraising activities shall be voluntary at all times.
9. Student participation in activities shall not depend on involvement.
10. Permission to conduct a fundraiser may be approved or denied depending on factors such as the following: the quality of the product, consumer complaints regarding the product, other fundraising occurring at the same time, or lack of following proper procedures.
11. All fundraising activities shall be conducted in accordance with School Board Policies, Local Ordinances, Wisconsin State Statutes, and Federal Laws.
12. Fundraising involving students or on district property shall exclude all forms of gambling (other than licensed raffles).
13. Fundraising activities shall exclude the promotion, consumption, or availability of alcoholic beverages.
14. Funds raised by any group shall be reported on the Fundraising Request and Fundraising Report forms and shall be subject to review by the district. Areas of concern would be highlighted and any suggested revisions would be incorporated into the group's accounting system for the following school year.
15. Funds raised under these guidelines should be limited to finance projects which enhance or enrich the school experiences for students.
16. Equipment donations and facility improvements become the property of the School District of New Glarus. The acceptance of the gift will occur at a school board meeting.
17. The School District reserves the right to reject donations which do not meet established procedures.

Book	Policy Manual
Section	Ready for Policy Committee
Title	MEETING MINUTES
Code	po0168.1*JT
Status	Policy Committee Review
Adopted	March 13, 2017

#### 0168.1 - ~~OPEN~~-MEETING MINUTES

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk or by a person designated by the Presiding officer which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be publicized as directed by the ~~School~~ Board and paid out of school funds within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the District Administrator's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board ~~of Education~~.

~~Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.~~

The minutes shall show only the names of Board members in attendance and action taken.

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Legal                      120.11, Wis. Stats.

Book	Policy Manual
Section	Ready for Policy Committee
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111*JT
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 8, 2018

### 5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- E. Resident students in grades 9-12 who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, ~~provided the other district agrees~~. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- G. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- H. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance. ~~one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District~~.
- I. Foreign students, participating in a bona fide, foreign-exchange program, ~~and living with a resident host family~~, may be admitted consistent with Federal law.
- J. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

- L. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- M. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- N. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- O. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.
- P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- Q. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:
  1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.
  2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
  3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out of State public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.

- a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student

violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.

- b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.
- ~~c. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent.~~
- ~~d. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.~~
- ~~e. The Board may specify in a written order one (1) or more enrollment conditions instead of or in addition to any early reinstatement conditions, if any, imposed by the school board that expelled the student or instead of or in addition to any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal.~~

~~Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition free.~~

~~R. Nonresident students may be accepted into the District's program under the Part-Time Open Enrollment Program. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.~~

Revised 10/9/17

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Legal	118.51, Wis. Stats.
	118.52, Wis. Stats.
	120.13(1), Wis. Stats.
	121.77, Wis. Stats.
	121.78(2)(a), Wis. Stats.
	121.81, Wis. Stats.
	121.84, Wis. Stats.
	42 U.S.C. 11431, et. seq.

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	April 10, 2018

### 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 twenty-eight (28) credits including the seventeen (17) credits of Specific Course Requirements. All students must take a minimum of four (4) 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 (3) 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.

A student who has not met the above credit requirements may be eligible for a diploma if the student is enrolled in an approved alternative education program and has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education and health education equivalent to the proficiency which a student would have attained if s/he had completed the credit requirements. Credits earned in other schools or educational programs shall be evaluated by the High School Principal in accordance with established District procedures.

#### **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.

In order to be granted a high school diploma, ~~beginning with the 2016–2017 school year,~~ a student must successfully complete a civics assessment and have participated in curriculum related to financial literacy in accordance with State Statute.

#### **B. One (1) Credit Courses:**

All one-credit courses, except those specifically marked otherwise, must be taken for the equivalent of two (2) trimesters. A student dropping a one-credit course at the end of one trimester will receive one-half (.5) credit for the trimester work completed.

#### **C. Retaking Classes:**

Classes may be retaken for credit. However, a class, when retaken, cannot be counted toward graduation requirement unless the grade for the class the first time it was taken was a failure. All classes retaken will appear on the student's transcript. However, the most recent grade will be utilized in computing the student's grade point average.

**D. Credit and Graduation Requirement Determination:** The High School Principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements.

**E. Option for Meeting Physical Education Requirement:** Students may complete one-half (.5) credit in English, social studies, mathematics, or science in lieu of one-half credit (.5) of physical education when they participate in a WIAA-sanctioned sport as part of the District's athletic program. A required course or credit may not count for the one-half (.5) credit substitution course; the one-half (.5) credit substitution course must be in addition to the minimum graduation credit requirement for the English, social studies, mathematics, or science subject areas. Participation in the sport itself does not constitute a course and does not qualify for any high school graduation credit.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education:

1. The student must be an athlete who is eligible to compete for the entire season.
2. The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.
3. The student must not have been out for more than two (2) weeks for injury or illness during the sport season.
4. The student must submit to the Principal confirmation of regular attendance at practices and participation in competitions with a verification form completed by the coach no later than two (2) weeks after the conclusion of the season.
5. The student must participate in the sport for the entire season

Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at New Glarus High School. This prior approval stipulation applies only to students enrolled in the New Glarus School District and not to transfer students. Transfer students' records will be evaluated by the High School Principal upon the student's acceptance into New Glarus High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.

The decision of the High School Principal may be appealed to the District Administrator within ten (10) calendar days of the above notification. Appeals to the Board of Education must be made within ten (10) days of the notification of the District Administrator's decision.

### **Graduation Activities and Ceremony**

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The

District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

### **Policy Reporting and Review**

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

Legal

115.28, 118.30, 118.33, Wis. Stats.

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of STUDENT FUNDRAISING
Code	po5830
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 9, 2017

### 5830 - **STUDENT FUNDRAISING**

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.

Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted ~~in school by the Principal.~~

~~Fundraising off school grounds may be permitted by the District Administrator.~~ The advisor of the organization must complete a District Fundraising Form and have it approved by his/her supervisor and the Business Manager. Each organization is permitted up to two fundraisers per year. Repeating a fundraiser, such as a T-shirt sale at a later time, is not considered an additional fundraiser.

Families may be offered opportunities to fundraise to offset costs of trips, beyond the two fundraisers per year per organization. These fundraising opportunities must be optional, and must go toward the costs of the trips.

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

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. ~~If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.~~

Participation in any fundraising by students and parents must be optional.

All other fundraising not addressed in this policy shall be done in accordance with Board Policy 9700.

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Legal

Wis. Stat. 103.23

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of USE OF DISTRICT FACILITIES
Code	po7510
Status	Policy Committee Review

## 7510 - 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 ~~may be generally are not~~ charged custodial time if there is a need for custodial set-up, take-down, or clean up. ~~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.
- F. Individuals, groups and/or organization using 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, Wednesdays after 6:30 p.m., and Sundays before 2:00 p.m. Exceptions can only be made for one-time events.
- 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.

#### J. Exemptions

In the event of multiple requests to use the same facility, ~~earliest~~ requests will honored in the following priority order: New Glarus School District Groups; New Glarus Non-Profit Groups; New Glarus Profit Groups; Non-Resident Non-Profit Groups; and Other Profit Groups. If two entities within a category request to use the same facility, the earliest request will be honored. ~~Facilities can be scheduled up to one year in advance. not 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.

- L. 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 Groups area youth groups (School District Boundaries) A youth group is defined as a group that is open to all District students.
- B. New Glarus Non-Profit Groups
- C. New Glarus Profit Groups (Groups comprised of 75% of more New Glarus Students, Staff, or Community) State and County governmental agencies for meetings or educational programs serving District residents.
- D.
- E. Non-Resident Non-Profit Groups Village of New Glarus Recreation Programs. 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-For-Profit~~ Groups Not Listed Above

### ~~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.

Equipment, such as tables, chairs and risers, may be made available ~~only with authorized personnel to operate it or supervise its operations. Use of specialized equipment is not encouraged. if they are not needed for other school district related purposes.~~

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.

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.

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

Book Policy Manual  
 Section Ready for Policy Committee  
 Title Copy of FEE SCHEDULE  
 Code po7510.01  
 Status Policy Committee Review  
 Adopted March 13, 2017

## 7510.01 - FEE SCHEDULE

General Area	For-Profit_-Non Community*	Non-ProfitNon-Community or For Profit Community*Per hour unless noted	<u>New Glarus School Groups; Non-Profit Groups; New Glarus For-Profit GroupsNon-Profit Community User* Per hour unless noted</u>
<b>Gym</b>	\$40.00	\$20.00-\$50.00	**
Elementary			
High School	\$75.00		
<b>Kitchens</b>	\$40.00	\$20.00-	**
Room Fee			
Staffing Fee	\$19.50 per hour based on (a) based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour based on (a) based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour based on (a) based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.
Staffing Fee	<del>\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.</del>	<del>\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.</del>	<del>\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.</del>
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 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 chef.
Equipment Use Fee (per event)	\$75.00 to cover wear and tear on equipment for future replacement costs.	<del>\$75.00 to cover wear and tear on equipment for future replacement costs.</del>	<del>\$75.00 to cover wear and tear on equipment for future replacement costs.</del>
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

<b>Middle School</b>	<b>For-Profit-Non Community*</b>	<b>Non-Profit</b>	<b>Non-Profit Community-User*</b>
<b>Multi-Purpose Room or Auditorium</b>	<b>Per hour unless noted</b>	<b>Non-Community or For-Profit Community*</b>	<b>Per hour unless noted</b>
	<b>For-Profit -Non Community*</b>		<b>New Glarus School Groups; Non-Profit Groups; New Glarus For-Profit Groups</b>
	<b>Per hour unless noted</b>	<b>Per hour unless noted</b>	
a) <del>Room Only Non-Audience Hours – Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)</del>	<del>\$430.00</del>	<del>\$15.00</del>	<del>\$5.00</del>
b) <del>Non-Audience Hours – Minimal Stage Lighting and Audio (set-up, rehearsal, etc., prorated in half-hour increments)</del>	<del>\$20.00</del>	<del>\$5.00</del>	<del>\$0.00</del>
c) <del>Audience Hours – Room, Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments)</del>	<del>\$120.00</del>	<del>\$30.00/hr per person needed for lighting and sound</del>	<del>\$310.00/hr per person needed for lighting and sound</del>
d) <del>Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments)</del>	<del>\$30.00</del>	<del>\$10.00</del>	<del>\$5.00</del>
e) <del>Stage curtain</del>	<del>\$30.00</del>	<del>\$10.00</del>	<del>\$5.00</del>
<b>Equipment Charges</b>	<b>For-Profit-Non Community*</b>	<b>Non-Profit</b>	<b>Non-Profit Community-User*</b>
	<b>Per hour unless noted</b>	<b>Per hour unless noted</b>	<b>Per hour unless noted</b>
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	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
Screen/SMART Board			
Audio/Visual Equipment	\$50.00 (same for all groups)		

**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 set-up, take-down, or clean up 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 periodically ~~periodically~~.

Book	Policy Manual
Section	Ready for Policy Committee
Title	Copy of STUDENT RECORDS
Code	po8330*JT
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	November 13, 2017

### 8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board 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.

#### Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

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" or "adult student" refers to a student who is eighteen (18) years of age.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult 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 provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records 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.

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
4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. 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;

- E. 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;
- F. release de-identified records and information in accordance with Federal regulations;
- G. 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.

- H. 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.

- I. 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;
- 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.

### **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
- 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.

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.

Revised 6/26/17

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## Legal

46.23 Wis. Stats.

46.22 Wis. Stats.

46.215 Wis Stats.

115.298 Wis. Stats.

118.125 Wis. Stats.

118.125(2)(q) Wis. Stats.

25 USC 450b(L)

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