

BY-LAW AND POLICY CHANGES
POLICY COMMITTEE – 10/8/18

By-Laws:

0144.1 – Compensation – Added - unless the member has provided timely annual notice of refusal to accept the salary. Notice must be provided prior to taking the oath of office and performing any service for the initial year of election or appointment and may be renewed for subsequent years by notice at least thirty (30) days prior to the member’s taxable year, unless statutory exceptions apply. Board members not included in the preceding sentence may refuse to accept the salary by providing notice to the Board Clerk and Treasurer at least thirty (30) days before the start of the Board member’s next taxable year. Although the notification applies only to that taxable year, Board members may renew the refusal to accept the salary by sending timely annual notification.

0161 – Parliamentary Authority – Removed authority; added – procedure; added – for the orderly conduct of meetings; removed – of Education; added - Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

0164.2 – Special Meetings – added – following; removed – of these Bylaws; added - Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member of his/her residence or by first-class mail, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend.

0165.3 – Deleting number and information

Policy Changes:

1213 – Student Supervision and Welfare – changing all wording of “Staff members” to “administrator(s); removed - An administrative staff member shall provide proper instruction in the safety matters presented in assigned course guides; added - An administrator, other than the District Administrator, shall not transport students in a private vehicle without the approval of the Principal.

1422 – Nondiscrimination and Equal Employment Opportunity / Complaint Procedures – added – and / or Employee Handbook

1460 – Physical Examination – removed – of Education, added – any candidate who has been offered employment; removed - all who have been offered a position in which the s/he will come in contact with children or prepare food; removed - test for; added - screening questionnaire, subject to further tests; removed - 118.25 Wis. Stats.; added - and applicable law; added – the Board President; removed - Freedom from tuberculosis in a communicable form is a condition of employment for

positions in which the employee will come in contact with children or prepare food.; added - **In the event of a report of a condition that could influence job performance of an administrator, other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.;** added - **Freedom from tuberculosis in a communicable form is a condition of employment.;** removed - **Exception:** Transportation Employees (in addition to the initial physical examination) - Physical examinations may be required for future employment at intervals the Board deems necessary, at the expense of the employer.; added - **118.25(2)(a), Wis. Stats**

1461 – Unrequested Leaves of Absence / Fitness for Duty – removed – of Education; removed school administrative employees and replaced with **administrator(s)**; added – **of the administrator**; added – **requested by the District Administrator**; removed Board; added – **District**; removed – Should an administrative staff member refuse to submit to an examination such action constitutes insubordination.

1623 – Section 504 / ADA Prohibition Against Disability Discrimination in Employment – removed the word “work” and replaced with **“business”**.

1630.01 – Family and Medical Leave - **When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee’s newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District’s agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.**

2131 – Educational Outcome Goals and Expectations – NEW Policy

2270 – Religious Beliefs and Customs – changed to **Religion in the Curriculum** – added – **Complaints by students or the public regarding any such course of study will be handled in accordance with Policy #9130 – Public Requests, Suggestions, or Complaints.**

2271 – Early College Credit Program (number changed to match NEOLA) – added – **all students enrolled in the District in the 8th, 9th, 10th, and 11th grades**; removed – high school students and their parents

2271.01 – Start College Now Program (Technical College) (number changed to match NEOLA) – included the law – **38.12(14), Wis. Stats.**

2412 – Homebound Instruction Program – Added - **Subject to applicable State and Federal law**; removed - of Education shall; added – **may**; removed - pursuant to rules of the Department of Public Instruction or appropriate State agency and State/Federal law; added – **unable**; removed - not able; added - **they are temporarily not in proper physical or mental condition**; removed - of physical or emotional disability.

Added - In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

Added - A request for homebound instruction should be placed in writing and include the following information: Removed - Applications for homebound instruction shall be made by a physician licensed to practice in the State and shall:

- A. Removed – Certify; added – condition; removed - disability;
- B. Removed – State; removed - of the confinement;
- C. Removed - Request such instruction;
- D. Added - inability
- E. Added - indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student’s parent is requesting that the IEP Team reconvene;
- F. Added - indicate whether the student currently has a Section 504 Plan;
- G. Added - indicate whether the student should be evaluated for an IEP and/or 504 Plan;
- H. Added - indicate whether the student is or will become a school-age parent;
- I. Added - indicate whether homebound study is requested as part of a program or curriculum modification.

Removed - Applications must be approved by the Director of Special Education.; Added - Requests for homebound instruction will be considered by the District Administrator. The District Administrator will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with a Section 504 Plan, homebound instruction will commence as provided in the applicable Plan.

Removed - The District shall recommend that the instruction begin as soon as practicable after the date of notification for non-special-education students. In the case of EEN students under an IEP, the instruction is to begin as soon as practicable after the IEP Committee has met to develop an appropriate IEP. The program of homebound instruction given each student shall be in accordance with rules of the Department of Instruction or other appropriate agency.

Removed - P.O. 11.31, Wis. Adm. Code

2461 – Recording of IEP Team Meetings – NEW Policy

3120 – Employment of Professional Staff – removed – of Education; added - Teachers may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law. The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.; added – State Law – 118.22(2), Wis. Stats. And 118.24, Wis. Stats.

3120.04 – Employment of Substitutes – removed – of Education; added - including permanent removal from the substitute teaching roster,; added - or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.; added - appropriate certification to teach as a substitute.; removed - a valid Wisconsin professional certificate or a permit, if substitute teaching in a subject for which s/he is not certified.; added – Administrator; added - what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as the District Administrator deems appropriate.; removed - declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor’s degree but not a professional certificate.; added - Employed substitutes may receive in June, a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year.

3122- Nondiscrimination and Equal Employment Opportunity / Complaint Procedures – added – and / or Employee Handbook

3139 – Staff Discipline – removed – of Education; added – except; removed – short of; added Law – 66.0509(am)(a), Wis. Stats.

3160 – Physical Examination – removed - In the event of a report of a condition that could influence job performance, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.; added - In the event of a report of a condition that could influence job performance of an employee other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. ; added – Law – 118.25(2)(a), Wis. Stats., 121.52(b), Wis. Stats.

3230 – Conflict of Interest – NEW Policy

3430.01 – Family and Medical Leave – added - When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee’s newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District’s agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.; added - 29 U.S.C. 2601 et seq., 29 C.F.R. Part 825, 103.10, Wis. Stats., Wis. Admin. Department of Workforce Development (DWD) 225, National Defense Authorization Act of 2010

4122 - Nondiscrimination and Equal Employment Opportunity / Complaint Procedures – added – and / or Employee Handbook

4139 – Staff Discipline – removed – of Education; removed – short of termination; added – including termination unless Board action is required by law; added – 66.0509(1m)(a), Wis. Stats.

4160 – Physical Examination - removed - In the event of a report of a condition that could influence job performance, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.; added - In the event of a report of a condition that could influence job performance of an employee other than the District Administrator, the District Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. ; added – Law – 118.25(2)(a), Wis. Stats., 121.52(b), Wis. Stats.

4162 – Substance Abuse for Commercial Drivers – removed – Opiates; added – Opioids; added - **Return-to-Duty (Safety Sensitive Positions)**

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

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

Added – 49 C.F.R. 382.101 et seq.

4230 – Conflict of Interest – NEW Policy

4430.01 – Family and Medical Leave - Family and Medical Leave – added - When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee’s newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District’s agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.; added - 29 U.S.C. 2601 et seq., 29 C.F.R. Part 825, 103.10, Wis. Stats., Wis. Admin. Department of Workforce Development (DWD) 225, National Defense Authorization Act of 2010

5111 – Eligibility of Resident / Nonresident Students – removed – of Education; added - the living arrangement may not be solely for purposes of attending the District’s schools; removed - it must be based on a reason other than educational purposes; added – The following provisions apply to; removed

– that; added – **who**; removed – shall be considered for enrollment as follows;; added – **decision is not**; removed – District Administrator does not intend; added - **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.**; added - **not make residency determinations on the basis of an individual’s alienage.**; removed - provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State-established criteria.; added - **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.**; removed – for State Aid purpose under subchapter II.; added – **consistent with Federal Law**; removed – tuition free.; added - **Nonresident students may be accepted into the District’s program under the Part-Time or Full-Time Open Enrollment Programs.**; added - **D. Conditional Enrollment**

1. 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 condition enrollment revocation shall be expunged from the student’s records. 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.
2. 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.
3. 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.

4. 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.
5. 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, in 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 reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal.

Added – 121.78(2)(a), Wis. Stats.

5200 – Attendance – removed – of Education; added – **The**; removed – shall; added – **may**; added - **electronic communication**,; added - **or 1st class mail**; removed - if possible; added - **The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given.**; removed - In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail.; added - **The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain**; removed - which contains; removed – 115, Wis. Stats, and 118.125(2), Wis. Stats.

5512 – Use of Tobacco by Students – removed – of Education; added – **and nicotine**; added – **or simulated**; added – **This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum.**; added – **or nicotine**; removed – U.S.D.O.E Memorandum, 1995, and 20 U.S.C. 7182 and 20 U.S.C. 7114

5530 – Drug Prevention – added - **Education shall be intended to develop awareness of; drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.**; added - 118.01(2)(d), Wis. Stats., 118.24(2)(f), Wis. Stats., 118.257, Wis. Stats., Drug-Free Schools and Communities Act of 1986 as amended, 20 U.S.C. 3171 et seq., 20 U.S.C. 3224A

5540 – The Schools and Governmental Agencies – added – **Notify the law enforcement officer that the school official will be attempting to contact the student’s parent prior to questioning, unless specifically request not to because such contact would unduly impede the investigation.**; removed – 118.13(35), Wis. Stats.; added – 120.13(35), Wis. Stats.

5630 – Corporal Punishment – removed – reasonable force to;

- A. added - **reasonable and necessary force to**
- B. added - **reasonable and necessary force to**; added – a; removed – or; added - a **student’s**; removed – the; removed - of the student;
- C. added - **reasonable and necessary force for the purpose of**; removed – use; added - **the defense of**; removed – defend; added - **under 939.48, Wis. Stats.**;
- D. added - **reasonable and necessary force for the protection of**; removed – protect; added - **under 939.49, Wis. Stats.**;
- E. added - **reasonable and necessary force to**; added - **or motor vehicle, as defined in 125.09(2)(a)1, and 4., Wis. Stats., or from**; added - **-related activities**; removed - sponsored activity, or District vehicle;
- F. added - **reasonable and necessary force to**
- G. added - **reasonable and necessary force to**
- H. added - **incidental, minor, or reasonable physical contact designed to maintain order and control**

Removed - In addition, staff members may use or apply incidental, minor, or reasonable physical contact designed to maintain order and control with the scope of employment.; added - **The corporal punishment policy and statute shall be interpreted in a manner that is consistent with State law and policy governing the use of seclusion and restraint.**; added – 118.305, Wis. Stats.

5772 – Weapons – added – **law enforcement**; removed – the criminal justice or juvenile delinquency system.; added – 948.61, Wis. Stats.

5870 – Student Production of Goods and Services – NEW Policy

7271 – Weapons – removed – employment; added – **business while on District property or at a District-sponsored activity.**; added – 948.61, Wis. Stats.

7440 – Facility Security – added – **Parents visiting District schools shall comply with Policy#9150 – School Visitors, and other relevant policies and administrative guidelines.**; removed – or designee; added – District.

8146 – Notification of Educational Options – removed – of Education; added – **Early College Credit Program**; removed – youth options; added – **Start College Now Program, part-time open enrollment**; removed – course options

8310 – Public Records – removed – of Education; added - **Under the Wisconsin Public Records Law, a “record” is defined as any material on which written, drawn, printed, spoke, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical**

form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A “record” does not include drafts, notes, preliminary computations, and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties) but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

Added - In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

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

Removed – copy; removed – shall; added – will; added – The District will either provide the requested documents, subject to any redactions, or inform; removed – to the requester providing the requested documents or informing; added – decision to deny the request; removed – intent to deny access providing specific explanation regarding the decision to deny access.; added - The District will comply with the; removed - No public records, including, but not limited to, personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the; removed - Such public records and student records shall only contain the address designated by the Wisconsin Department of Justice to serve as the student’s, parent’s, or employee’s address.; added - The District may impose a fee upon the requester of a copy of a record of .15 cents per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee’s hourly rate for salary and benefits.

Added - The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

Added - The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

Removed - A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested records is estimated to exceed \$50.00, the District Administrator may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by the District employees in locating the record at the applicable employees' hourly rate for salary and benefits, as well as a reproduction cost of \$.15 per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.) If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

Added – has adopted; removed – will follow; added – Public Instruction; removed Administration's; removed – The most recent edition of the guidelines is dated May, 2010.; removed - 29 C.F.R. Part 1635 42 U.S.C. 2000ff et.seq., The Genetic Information Nondiscrimination Act

8407 – School Resource Officer Program – NEW Policy

8462 – Mandatory Reporting of Student Abuse and Neglect and Threats of Violence – removed - The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the indemnification and reporting of cases of child abuse or neglect in accordance with law.

Added - The Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity. Likewise, the Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report in the following instances:

- A. When the staff member has reasonable cause to suspect that a child seen in the course of the staff member performance of their job duties has been abused or neglected, or has been threatened with abuse or neglect, regardless of the identity of the suspected perpetrator;

The report shall be made to local law enforcement or social services.

- B. When the staff member believes in good faith based on a threat made by any person regarding violence targeted at a school, that the health and safety of any person is in serious or imminent threat. Any such threats shall be immediately reported to law enforcement as described in policy.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide detail concerning the basis for the report.

Added – Training; added – The District Administrator shall coordinate all training and shall prepare administrative guidelines that provide information concerning the prevention of child abuse or neglect and threats of school violence, as well the signs that a student may be a victim of or at risk of becoming a victim of abuse or neglect.

Added - The required training shall also include training on the laws governing the reporting of threats of violence in or targeted at a school.

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

Added - Procedures for Reporting – Child Abuse and Neglect

The employee shall immediately call the local office of the Child Welfare Department, social services department, or local law enforcement agency and shall secure prompt medical attention if pertinent.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse and Neglect and Threats of Violence.

Added - or as otherwise compelled by law.; added - good faith; report of child abuse or neglect. The details of any reported incident, including the identities of the individuals involved or noted in the report, shall be kept confidential to the extent permitted. Any staff member who disseminates such information other than as permitted or required by policy or legal obligation may be subject to disciplinary action and is immune from civil liability to the extent provided by law.

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

Added - Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator.

Added - Procedures for Reporting – Threats of Violence

An employee, regardless of position, who receives a threat or hears a threat of violence in or targeted at a school shall immediately inform law enforcement. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement.

Added - When such a report is made, the staff member shall also inform the building administrator or District Administrator. If a threat is reported to the building administrator, s/he shall immediately notify

the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

Added - All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report a threat may result in disciplinary action.

Added - 118.07(5), Wis. Stats., 175.32, Wis. Stats.

8500 – Food Services – added - Negative Account

Automated phone calls/text message or emails when your account reaches \$10.00 or below are sent out daily. The District recommendation is to keep a sufficient balance in the account to avoid any lunch interruption issues. When a message is received, it means that the account is at or below \$10.00 and funds should be deposited immediately. Accounts that have been overdrawn will also receive messages daily until that account is brought above \$10.00. If an account becomes insufficient, the student will receive their regular lunch that will be considered their “emergency meal”. High school level does not receive the emergency meal. To purchase a meal, you must make a deposit into your family account so that funds will be available. Please note, if a student does not turn in money and has received an emergency meal the day prior they will not be able to purchase a lunch until there is money in the account. As a courtesy, elementary and middle school offices will check with students prior to lunch time to see if they have a deposit or a cold lunch. At all schools if the student does not have a deposit or cold lunch, the cafeteria will provide the student with a free cheese sandwich and milk (maximum of three days).

Delinquent Debt

When payment is overdue, the debt is classified as delinquent as long as it is considered collectable and the efforts are being made to collect it. The debt remains on the account until it is either collected or determined to be uncollectable and written off. The debt is carried over year to year.

Bad Debt

When it is determined further collection efforts for delinquent debt are useless or too costly, the debt is reclassified as “bad debt”. When it becomes bad debt, it is written off as an operating loss. Food Service funds are not used to cover these costs related to bad debt. These losses are restored using non-federal funds such as the school district's general fund, so a transfer is made into the nonprofit school food service account to cover the loss. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

9130 – General Complaint / Concern Process – deleted wording.

9130 – Public Requests, Suggestions, or Complaints – added –

Any individual(s), having a legitimate interest in the staff, programs and operations of the District shall have the right to present a request, suggestion, or complaint to the District and the Board. 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 – Nondiscrimination and Equal Employment Opportunity/Complain Procedures.

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, request, 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 Professional Staff Member

A. First Level:

Generally, if the matter concerns a professional 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 administrative 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.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

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 within ten (10) days of receiving the District Administrator's written response.

The Board, after reviewing all material relating to the matter, shall grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law.

The individual(s) shall be advised, in writing, of the Board's decision no more than thirty (30) 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 a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

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 immediate supervisor and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Enrollment Disputes

If the matters relate 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 Professional Staff Member".

Guidelines for Matters Regarding the Educational Program

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

Guidelines Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to provide that students and parents are 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. See Policy #2414 – Human Growth and Development.

If the request, suggestions, 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 building principal, in writing, and shall include:
 1. Author;
 2. Title;
 3. Publisher;
 4. The complainant's familiarity with the material objected to;
 5. Sections objected to by page and item;
 6. Reasons for objection.
- B. Upon receipt of the information, the building principal may, after advising the Library Media Specialist and upon the Director of Learning's approval, refer the matter to the District Administrator for resolution or appoint a review committee, which shall comply with the open meetings law, consisting of:
 1. One (1) or more professional staff members including the Library Media Specialist
 2. One (1) or more Board members
 3. One (1) or more lay persons knowledgeable in the area.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review and implementation of the curriculum. (See Policy #2414 – Human Growth and Development).
- D. The District Administrator shall be an ex officio member of the committee.
- E. The committee, in evaluating the questions material, shall be guided 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
- F. The material in question may be withdrawn from use pending the committee's recommendation to the District Administrator.
- G. The committee's recommendation shall be reported to the District Administrator in writing within ten (10) business days following the formation of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.
- H. The individual(s) may submit and appeal of the District Administrator's decision in writing to the Board President within thirty (30) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include

appearances by the petitioner and administration, be conducted based on written submissions, or only on the records produced by the Committee.

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

118.01, Wis. Stats.

118.019, Wis. Stats.

20 U.S.C. 1232h

9160 – Public Attendance at School Events – added – Persons attending school events are subject to the provisions of Policy #7217 – Weapons.