

## Explanation of Bylaw & Policy Changes

- 2340 & 8640 – Field and Other District-Sponsored Trips
  - Overnight & Student Travel – removed one (1) month and changed it to two (2) months; added - The Board will review the request at one Board meeting and will act on the request at the NEXT Board meeting. No action will be taken during the first meeting. (Please complete Overnight Trips Board Request Form); added a new form
- Bylaw – 0143.1 Public Expression of Board Members
  - Added – On social media; public, by Board members; removed - can; added – may cause issues for; removed – embarrass both / and; added – as well as the District / on social media
- Bylaw – 0152 Officers
  - Removed – the full Board; added – voting members.
- Bylaw – 0164.2 Special Meetings
  - Removed – any; added – a majority of the members / and State law.
- Bylaw – 0166 Agenda
  - Removed – a written; added – an
  - Added – electronically or in person / Generally, the agenda should be (available) or mailed or delivered not later than three (3) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member.
  - Removed – submitted; added - provided
- Bylaw – 0167.5 Use of Electronic Mail
  - Removed – Act; added – law
  - Removed – an open; added a public
  - Added - Brief, factual responses to questions posed by members of the public, administrators, or school staff with a concurrent copy of the response sent to the District Administrator.
- Bylaw – 0167.6 E-mail – Public Records
  - Added – e-mail
  - Removed – messages
  - Added – not using the district provided e-mail address
  - Removed – Act; added - law
- 1210 – Board – District Administrator Relationship
  - Added – Policy should not be originated or changed without the input or recommendation of the District Administrator.
  - Added – including the development of administrative guidelines.
  - Added – established to implement Board policy
  - Added – Board
  - Removed - The Board, in formulation its position with regard to the performance of the District Administrator, shall rely, whenever possible,

on the objective outcomes of its evaluations rather than on subjective opinions.

- 1662 – Employee Anti-Harassment – Administration & 3362 Employee Anti-Harassment – Professional Staff & 4362 Employee Anti-Harassment – Administration (to coincide with Policy # 1422 – Nondiscrimination and Equal Employment Opportunity / Complaint Procedures)
  - Removed - traits of sex
  - Added - age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or
  - Removed - creed,
  - Added - genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin,
  - Removed - marital or parental status, sexual orientation or physical, mental, emotional or learning disability
  - Added - arrest record, conviction record, use or no-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices
  - Removed - or any other characteristic protected by Federal or State civil rights laws
  - Added – D. Such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
  - Added – E. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
  - Added – F. Inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.
  - Added – g. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
  - Added – h. Physical and / or sexual assault;
  - Added – i. Threats or insinuations that a person's employment, wages, participation in athletics or extra-curricular programs or events, or other conditions or employment may be adversely affected by not submitting to sexual advances;
  - Added – j. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or

whistles; obscene telephone calls, text messages, or social media postings;

- Added – k. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- Added l. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- Added – m. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and / or humiliation to another;
- Added – n. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- Added – o. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and
- Added – p. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- Removed - It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.
- Added - Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.
- Added - Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.
- Removed - Race/Color/Religious (Creed)/National Origin Harassment  
Prohibited racial religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race, color, religious (creed), national origin, physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames

implying stereotypes, epithets, and/or negative references relative to racial customs.

➤ Added - Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and / or involves religious slurs.

➤ Added - National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

➤ Added - Age Harassment

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40)), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

➤ Added - Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and / or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

➤ Added - Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects / appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

➤ Removed - Reporting Procedures

Students and all other members of the School District community, are encouraged to promptly report incidents of unlawful harassing conduct to

a teacher, administrator, supervisor, or District employee or official before it becomes severe, pervasive, or persistent.

If, during an investigation, of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal that the reported misconduct may have created a hostile learning environment and may have constituted unlawful harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying and/or harassment to the building administrator who shall assume responsibility to investigate the allegation in accordance with this policy.

Student Harassment reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to their teacher or counselor. The teacher or counselor will immediately investigate the situation, interviewing students as appropriate. All reports will be taken seriously and the incident will be documented. If the investigation finds that harassment has occurred, it will result in prompt disciplinary action. This may include student discipline, including but not limited to reprimand, suspension or possible expulsion. Individuals may also be referred to law enforcement or social services.
- B. If a student/parent is not satisfied with the outcome of (A), they shall discuss the concern with the Associate Principal or Dean of Students. (The administrator will be sensitive to gender if a female student wishes to speak with a female administrator or a male students prefers a male administrator.) The Associate Principal/Dean of Students will informally work to resolve the situation. The situation will be documented.
- C. If the student/parent are not satisfied with the outcome of (B), the concern shall be submitted in writing, signed/dated and delivered to the building principal. The Principal will have ten (10) school days to investigate. The alleged bully will be interviewed, along with any witnesses. The Principal will review the documents from the teacher, counselor, Associate Principal/Dean of Students and will issue a written conclusion to their investigation.
- D. If the student/parent are not satisfied with the outcome of (C), the concern shall be submitted in writing, signed/dated and delivered to the District Administrator. The District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision.

➤ Added - Reports and complaints of Harassing Conduct between Staff Members

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incident of unlawful harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complain process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other school officials who have or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate school officials are as follows:
  1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
  2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District Office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, noting in this policy shall prevent any person from reporting harassment directly to the District Administrator.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and female District Compliance Officer.

- Added - District Compliance Officers  
The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "Cos").

NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) Cos, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.

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Greenville WI 54942  
[lorismits@hasd.org](mailto:lorismits@hasd.org)

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- Added - The Cos are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) business days of learning of the incident.
- Added - Investigation and Complain Procedure  
Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to unlawful harassment or has witnessed unlawful harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of unlawful harassment was substantiated are set forth below.  
Once the complain process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).
- Added - Complaint Procedure  
An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the

complaint shall be reported to the District Administrator, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and /or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the District Administrator.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen



(15) calendar days of receiving the formal complaint. The investigation will include:

- A. Interviews with the complainant;
- B. Interviews with the respondent;
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. Consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to unlawful harassment. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy #3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to prompt an equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

### Privacy /Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligation in an investigation of unlawful harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under state and Federal law.

- Added – however
- Added - formal
- Removed - the investigation, allegations against individuals may become known to those individuals, including the complainant's identity
- Added - their identities may be disclosed to the respondent.
- Removed - instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality
- Added - determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality.
- Added - harassment
- Added - Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies. All sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### Allegations constituting Criminal Conduct

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President and School Board Attorney shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the Cos obligation and responsibility to continue to investigate a complaint of harassment. While the CO may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the District Administrator.

#### Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District Community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to any form of intimidation, reprisal, or harassment.

- 2421 – Career and Technical Education Program
  - Removed - The Board of Education recognizes that not all students which to stay involved in formal education beyond high school and must, therefore, be prepared to enter the labor force as productive workers.
  - Added - The mission of career and technical education is to provide an opportunity for students to develop knowledge needed for success in employment, to build foundations for further education and to acquire independent living skills.
  - Added - The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.
- 2451 – Alternative High School
  - Changing title to – Alternative Education Program
  - Removed – There are those who
  - Added – Some student may
  - Added - alternative education program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements.
  - Removed - education but are unable or unwilling to participate properly in the District's established program.

- 2460 – Exceptional Education Needs

- Added - The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child.

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take state required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

- Removed - Children ages 0-3 with developmental delays are encouraged to receive intervention at an early age.

The Board of Education shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines. Early intervention may be successful in treating/eradicating a variety of behaviors that will often cause the child to be more successful in an education experience.

Any child below the age of three (3) with a suspected learning handicap will be automatically referred to the Outagamie County Early Intervention Program for evaluation and that organization will assume total responsibility for evaluating the child.

Services will not be provided to children by public schools until the child attains the age of three (3).

The District Administrator shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

**Implementation:**

- A. The school district will conduct evaluations of children suspected of having a disability and provide special education services for all eligible children in accordance with state and federal laws adhering to due process safeguards for parents' rights and appeal.

- B. Procedures for special education evaluation and Individual Education Program (IEP) development are given to building administrators and special education staff annually.
- C. The Hortonville Area School District has available to all of its children with disabilities the variety of education programs and services available to non-disabled children in the school district.
- D. The Hortonville Area School District provides nonacademic and extra-curricular services and activities that afford children with disabilities an equal opportunity for participation.
- 2460.02 DELETE – Least Restrictive Environment Position Statement
- 2700.01 – School Performance and Accountability Reports – NEW
- 3120 – Employment of Professional Staff
  - Added - Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held, or evidence of a timely filed extension of such certification with the department of Public Instruction. Only teachers that hold the appropriate license, permit, or accepted application for extension of certificate for the subject matter and grade level taught shall be considered qualified.
  - Added - District Supported Alternative Licensing Programs  
As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.
  - Added – State Statutes
- 3122.01 – Drug-Free Workplace – Professional Staff
  - Removed – Drugs
  - Added – The use of illegal drugs and alcohol as well as the abuse of prescription drugs.
  - Removed – Consistent with the Drug Free Workplace Act
  - Added – Capital T
  - Removed – applicable terms of any collective bargaining agreements.
  - Added – the Teacher Handbook.
  - Added - Use of Resources for Treatment  
The District makes available resources to assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.
- 4122.01 – Drug-Free Workplace – Support Staff
  - Removed – Drugs

- Added – The use of illegal drugs and alcohol as well as the abuse of prescription drugs.
- Removed – Consistent with the Drug Free Workplace Act
- Added – Capital T
- Removed – applicable terms of any collective bargaining agreements.
- Added – the Support Staff Handbook.
- Added - Use of Resources for Treatment  
The District makes available resources to assist staff members in overcoming illegal drug use of controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.
- 3170.01 DELETE – Employee Assistance Program (EAP)
- 4170.01 DELETE – Employee Assistance Program (EAP)
- 3210 – Staff Ethics
  - Added – adhere to policies of the Board;
- 4210 – Support Staff Ethics
  - Added – adhere to policies of the Board;
- 3440 – Job-Related Expense Reimbursement – Professional Staff
  - Added - Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrator guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
- 4440 – Job-Related Expense Reimbursement – Support Staff
  - Added - Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrator guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy
- 4310 – Freedom of Speech in Non-instructional Settings
  - Name Changed to – Freedom of Speech in Non-School Settings
- 5200 – Attendance
  - Added - **Late Arrival and Early Dismissal**  
It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

Not student shall be released to anyone who is not authorized such custody by the parents.

- 5230 – Release of Students to Authorized Persons - NEW
- 5320 – Immunization
  - Added - the Wisconsin Statutes and
  - Removed - records
  - Added - written evidence
  - Removed - meet
  - Added - have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to
  - Removed – request
  - Added - submit
  - Added - written
  - Added - All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90<sup>th</sup> school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.
  - Removed - which
  - Added - whom
  - Added - or a written waiver
  - Added - including a list of missing immunization;
  - Added - The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (3) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a

written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

- Added - No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11<sup>th</sup> consecutive school day of exclusion, the Board provides the student and the student's parent, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.
- Removed - Any student that fails to meet the immunization requirements within the first thirty (30) school days of enrollment shall not be permitted to attend school for up to ten (10) day consecutive school days. The parent will be provided with an opportunity to be heard by the Board under the District's student expulsion policy. Notice to this effect shall be provided in writing to the parent and student.
- 5350 – Suicide Prevention
  - Added – anxiety, and other mental health conditions
  - Removed – and self-destruction
  - Removed – who suffers the psychological disability of depression cannot
  - Added – who lives with a mental illness may not be able to
  - Removed - destruction
  - Added – harm
  - Added – and report to an administrator or school psychologist, school counselor, or school nurse regarding
  - Removed – to the
  - Added – any
  - Added – symptoms or warning
  - Removed – unusual
  - Added The law provides that
- 5830 – Student Fund-Raising
  - Removed – nine (9)
  - Added – twelve (12)
  - Removed – or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from
  - Added – must provide written permission for the student
- 6110 – Federal Funds
  - Removed – law
  - Added – regulations and guidelines
  - Added - **Grant Administration**

All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The District Administrator shall require that each draw of Federal monies be aligned with District's payment process (whether



reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

The District Administrator is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals. Program reports including but not limited to audit, site visits and final reports shall be submitted to the District Administrator for review and distribution to the Board and other appropriate parties.

### **Financial Management**

Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

Effective control over and accountability for all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. Further, the District must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
  2. Comply with Federal statutes, regulations and the terms and conditions of the Federal award;
  3. Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
  4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
  5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- 6111 – Internal Controls - NEW
  - 6116 – Time and Effort Reporting - NEW
  - 6325 – Procurement – Federal Grants/Funds - NEW
  - 7310 – Disposition of Surplus Property
    - Added – E. When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

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

- 7450 – Property Inventory - NEW
- 8120 – Volunteers
  - Added – A Board member may serve as a volunteer, coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.
- 8330 – Student Records
  - Added - In the case of eligible students, parents may be allowed access to the records without the student’s consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.