

BYLAW / POLICY UPDATES MONDAY, JUNE 26, 2017

1. Bylaw 0100 – Added: **Apps and Web Services**

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-BOMRs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Parent – added **or**; deleted or surrogate; deleted or custodian; added **or surrogate**

Personal Communication Devices

Personal communication devices (“PCDS”) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Technology Resources

The Board defines technology resources to include computers, laptops, tables, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

2. Bylaw 0150 – Added: **0151.2**
Required Student Academic Standards Agenda Item
At the first school Board meeting in July, the Board shall include an item on the agenda to approve a notice that clearly identifies the student academic standards under 118.30(1g)a)1 that will be in effect for that school year. Wis. Stat. §118.30
3. 1460 – Physical Examination – deleted – candidates for positions; added – **who have been offered a position**; deleted – employee; added – **s/he**; deleted – and/or the terms of a collective bargaining agreement; deleted – but those charges will be reimbursed to the employee equal to the physical exam charge of the local physician – added – **at the expense of the employer**; deleted – The District currently pays a limit of \$125.00 of a physical provided by a personal physician and a limit of \$35.00 for a TB skin test provided by a personal physician.
4. 1461 Unrequested Leaves of Absence/Fitness for Duty – NEW
5. 1619.01 Privacy Protections of Self-Funded Group Health Plans – NEW
6. 1619.02 Privacy Protections of Fully Insured Group Health Plans – NEW
7. 1619.03 Patient Protection and Affordable Care Act – NEW
8. 2340 & 8640 Field and Other District Sponsored Trips – (Questions on transportation to airports out of state) - For Out-of-State and Out-of-Country trips going by air travel, ~~transportation to airport within the State of Wisconsin will be provided by District. Transportation to an airport outside of Wisconsin will be the responsibility of the group/organization.~~ **transportation to an airport within 200 miles (one-way) from HASD will be provided by District. Transportation to an airport over 200 miles (one-way) from HASD, will be the responsibility of the group/organization.**
9. 2370 Educational Options – added - **The list shall include public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, and course options.** Deleted - the Board shall; added – **posted**; deleted - a description of all educational options available to students; added - **This notice shall include the performance category assigned to each school within the District, including charter schools and private schools participating in parental choice and shall inform parents that the full reports are available on the website.**
10. 2413 Health Education – added - **Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardio cerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.**
Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 – Automated External Defibrillators.
11. 2460.01 Independent Educational Evaluation – deleted - CESA #6; added – **District**; deleted - CESA #6; added - **(not to exceed \$400.00)**; added - **unusual**; deleted - CESA #6 or, School, of Hortonville; deleted - If the School District of Hortonville believes the requested expenses are unreasonable, it may decline to provide the full cost of the IEE and initiate a due process hearing to challenge the provision of the IEE at public expense; added - **The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.;** deleted - In the event the IEE is ordered by an Administrative Law Judge (ALJ) as part of a due process hearing pursuant to Wisconsin State Statutes 115.80 or as part of a mediation session

conducted pursuant to Wisconsin State Statutes 115.797, the ALJ may order or determine the qualifications of the examiner or in the case of mediation, the parties may mutually agree upon the qualifications. The IEE must be conducted at public expense.

If a dispute or disagreement arises regarding the parent's right to obtain an IEE at public expense, the selection of an IEE Examiner, the location of the evaluation, or the maximum allowable cost of the IEE, the School District of Hortonville will, without undue delay, initiate a due process hearing to demonstrate that the evaluation obtained by the parent did not meet the agency's criteria.

12. 3120 Employment of Professional Staff – added - Experienced-Based Licensure for Technical and Vocational Education

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
 1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
 3. For a bachelor's degree in a field other than those described in numbers 1. And 2., above, sixty-five (65) points.
 4. For industry or vocational certification, ninety (90) points.
 5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
 7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) Hours, worked up to a maximum or ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
 1. For a bachelor's degree in technical or technology education, 100 points.
 2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
 3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vacation and three (3) point per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
 4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

Professional Teaching Permit

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by the DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

- 13. 3120.01 / 4120.01 Job Descriptions – added - Each job description shall include a statement that reserves authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.
- 14. 3124 Employment Contract – NEW
- 15. 3140 Termination, Non-Renewal and Resignation – added - An administrator who is not employed pursuant to an employment contract governed by Section 118.24, Wis. Stats. May resign by filing a written resignation with the District Administrator, and such resignation once accepted by the District Administrator may not be rescinded.
The District Business Manager, Principal, and any assistant principals employed by the District, as well as any other administrator employed pursuant to a contract governed by section 118.24, Wis. Stats., may resign employment with the District in accordance with the terms of his/her contract. A resignation, once submitted and accepted by the Board, may not be rescinded without further action by the Board.
- 16. 3160 / 4160 Physical Examination – deleted - all candidates for positions in which the employee will come in contact with children or prepare food; added - any candidate who has been offered employment; deleted - and / or the terms of a collective bargaining agreement; added - and applicable law; deleted - but those charges will be reimbursed to the employee equal to the physical exam charge of the local physician; added - at the expense of the employer; deleted - The District currently pays a limit of \$125.00 of a physical provided by a personal physician and a limit of \$35.00 for a TB skin test provided by a personal physician.
- 17. 3161 / 4161 Unrequested Leaves of Absence/Fitness for Duty – NEW

18. 3310 / 4310 Freedom of Speech in Non-Instructional Settings – changed title to **Employee Expression in Non-Instructional Settings**; and added laws
19. 3419.01 / 4419.01 Privacy Protections of Self-Funded Group Health Plans – NEW
20. 3419.02 / 4419.02 Privacy Protections of Fully Insured Group Health Plans – NEW
21. 3419.03 / 4419.03 Patient Protection and Affordable Care Act – NEW
22. 3430 / 4430 Leaves of Absence – NEW
23. 5111.01 Homeless Students – The policy wording was changed to reflect the new laws.
24. 5111.03 Children and Youth in Foster Care – NEW
25. 5114 Nonimmigrant Students and Visitor Programs – added - **International exchange students will be allowed to participate in the graduation ceremony. Students will not receive a diploma.**
26. 5340 Student Accidents / Illness / Concussion – NEW
27. 5340.02 Accident / Incident Reporting – NEW
28. 5341 Emergency Medical Authorization – NEW
29. 5460 Graduation Requirements – deleted courses that ended in 2017, add new courses beginning 2018, changed school board to **administrator** approves.
30. 5780 Student / Parent Rights – NEW
31. 6150 Tuition Income – NEW
32. 7541 Web Page Design – changed title to **Web Content, Services, and Apps**; added - **All links included on the Board’s website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children’s Internet Protection Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), American with Disabilities Act (ADA), and Children’s Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board’s website(s) to (1) recognized news/media outlets (e.g., local newspapers’ web sites, services, and / or apps, local television stations’ web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01 and State and Federal law.**
Web content, services, and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School web site(s), services, and apps must be located on Board-owned or District-affiliated servers.

The Board retains all proprietary rights to the design of we content, services, and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board’s web site must have written permission from their parent and expressly license its display without cost to the Board.

Prior written permission by a student’s parent is necessary for a student to be identified by name on the Board’s web site.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the District Technology Director that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children’s Online Privacy Protection Act (COPPA) and the Children’s Internet Protection Act (CIPA) and Section 504 and ADA.

33. 8330 Student Records – added - E. Food Service Financial Records

In the event of a split family, records of Food Service payments may be released to both parents with proof of joint custody. Redacting may be done to protect specific banking information.

34. 8450.01 Pediculosis (Head Lice) – NEW

35. 8500 Food Services – added - [Nondiscrimination Statement](#)

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

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

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

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

Submit your completed form or letter to USDA by:

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

The District is an equal opportunity provider

36. 8531 Free and Reduced-Price Meals – added - [Nondiscrimination Statement](#)

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

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37. 8605 Use of Electronic Wireless Communication Devices by District Employees Who Operate Board-Owned or Operated Vehicles – added - No driver may use a handheld mobile telephone anytime while operating a vehicle on a highway, including any time where the vehicle is in operation even if temporarily stopped due to traffic or traffic control situation, except to communicate with law enforcement or other emergency services if necessary.
38. 9160 Public Attendance at School Events – added - Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 9700 – Relations with Special Interest Groups.
Any person who believes s/he has been discriminated against due to a disability should refer to the complaint procedure set forth in Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability; added – on District property or; deleted – school; added – District; added – a non-enrolled minor; deleted – (See also AG 9160); added – (See also Policy 8390 – Animals on District Property)