

Explanation of Changes

By-Laws:

142.4 Oath - Each newly elected **or appointed** Board member shall **take and** file the oath of office with the Clerk. ~~and shall take an oral oath of office administered by the Clerk.~~ **On or prior to the fourth Monday in April, any Board member elected or re-elected to office at the spring election shall take and file the official oath. Board members appointed to office between elections shall take and file the oath prior to taking office. The School District Clerk has authority to administer the oath of office, unless s/he was re-elected in the spring election. A notary public or other person with authority to administer oaths may also administer the oath to members.**

The official oath shall be in writing and subscribed and sworn to as required by law. The oath does not need to be administered at or in conjunction with a Board meeting. If desired, the oath may also be administered orally in addition to the written oath.

~~120.06(10), Wis. Stats.~~

120.17 (10), Wis. Stats.

165.1 Regular Meetings – added **Notice of** Regular Meetings; added **Impossible or**; added State Statutes

168.1 Open Meeting – deleted Open and added **Minutes**; added – **the names of Board members in attendance and actions**

Policies:

2260 Nondiscrimination and Access to Equal Education Opportunity – added - with **the** knowledge; added - In staff **and student** handbooks.; added and removed - final decision regarding **the complaint** or request ~~the complaint~~; added - **Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.**

2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability – added - In staff **and student** handbooks.; capitalized the work Complainant; added – **as determined by the CO**; added - District Administrator must either issue a final decision regarding **the complaint** or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to the **Complainant and to the Respondent, if any. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the complainant or respondent.**

2260.02 English Language Proficiency – added - **The Board shall provide the following services, through the school counselors' office, for students who have limited English proficiency:**

A. **An effective instructional program and supportive services appropriate to meet the needs of the student;**

- B. The opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- C. Programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction in the student's native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with EL regarding access to programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

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~~2411 Counseling Program and Academic and Career Planning – removed - The Board shall provide the following services, through the counselors' office, for the student who has limited English proficiency:~~

- ~~• An effective instructional program and supportive services appropriate to meet the needs of the student;~~
- ~~• The opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and~~
- ~~• Programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve skills of such student in use of their native language to assist the student in becoming proficient or advanced in all subject areas.~~

~~School counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to English Learner (EL) programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.~~

2451 Alternative Education Program – replaced with – **Program or Curriculum Modifications;**

~~Removed – of Education, removed – high; removed – an alternative education; added - Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with~~ program or curriculum modifications, including, but not limited to:

- A. Modifications within the student's current academic program;
- B. A school work training or work-study program;
- C. Enrollment in an alternative public school or program located in the School District in which the student resides;
- D. Enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with requirements of State and Federal law;
- E. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
- F. Enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The Board or an administrator who is designated to do so, must render its decision, in writing, within (90) ninety days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within (30) thirty days of the request. If the request is denied, the reasons for the denial must be

included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

~~Removed -The Board shall provide an alternative high school education program for such students. In implementing this policy, the District Administrator will comply with the requirements specified in Section 118.15, Wis. Stats.~~

3111 Creating a Position – removed – of Education; added – **persons**; removed – U.S. citizens and others lawfully; added – **identity and authorization**; removed – right; added – **law**; removed – Immigration Reform and Control Act of 1986; added – **not currently covered by an established salary structure, range, or schedule.**

4111 Creating a Position – removed – of Education; added – **persons**; removed – U.S. citizens and others lawfully; added – **and substitutes identity and authorization**; removed – right; removed – the; added – **law**; removed – Immigration Reform and Control Act of 1986

5111 Eligibility of Resident / Nonresident Students – added - **The parent or guardian files a written request with the school district asking for the tuition waiver for the first nine weeks of school and explaining the reason the request is made, and also stating he/she will establish residence in the school district by a specified time, including address of new residence and documentation from the contractor or landlord. Proof of residency is required upon registration in the District (i.e. utility bill or driver’s license).; added - 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.;** removed - ~~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.~~

- ~~1. 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.~~
- ~~2. 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.~~

~~Tuition Waiver / Nine Week Waiver:~~

~~The parent or guardian files a written request with the school district asking for the tuition waiver for the first nine weeks of school and explaining the reason the request is made, and also stating he/she will establish residence in the school district by a specified time, including address of new residence and documentation from the contractor or landlord. Proof of residency is required upon registration in the District (i.e. utility bill or driver's license).~~

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

5113 Open Enrollment – added and removed - **for the current year if the Board has not imposed a space limitation for is available in the student's current year grade level and also has not imposed a space limitation for in the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.**

5340 Student Accidents / Illness / Concussion – removed – of Education; added - **At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.;** removed - ~~Each school year students/parents, that are involved in extra-curricular sports, shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.;~~ added - **A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this**

section may not return to participation until a written release to participate from a health care professional is provided.; removed - Further, pursuant to Board Policy #5340.01 Concussion Identification and Management for Athletes,; changed small p to Parents

5460 – Graduation Requirements – added and removed - It shall be the policy of the Board to acknowledge each student’s successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at a fitting graduation ceremony.

A student may earn 24 credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and Board are met. The Board requires the following credit requirements for a diploma:

Implementation: (* / ** / *** on next page)

Subject	Credits	Required Courses
English	4 Credits	Grade 9 – English 9 or Honors English 9 (1) Grade 10 – English 10 or Honors English 10 (1) Grades 11 English 11 or Honors English 11 (1) Grade 12 – English Elective (1)
Mathematics*	3 Credits	Algebra, or higher – beginning class of 2018
Science	3 Credits	Grade 9 – Integrated Science or Honors Biology (1) Grade 10 – Biology, Honors Biology, Physical Science or Chemistry (1) or Honors Chemistry (1) Grade 11 or 12 – one credit of Science
Computer Applications	.5 Credit	Computer Applications (.5) or Office for the 21 st Century (.5) or Microsoft Information Management (.5)
Wellness	2 Credits	Grade 9 – Physical Education I (.5) or Weight Training I (.5) Grade 10 – Physical Education II or Weight Training II (.5) and Health (.5) Grade 11 or 12 additional credit of Physical Education (.5)
Social Sciences	4 Credits	Grade 9 – Civics/Global Studies (1) Grade 10 – World History (1) or AP World History (1) Grade 11 – US History (1) or AP US History (1) Grade 12 – Elective (1)
Occupations	2 Credits	Two credits in any of the following areas: Art, Business Education, Family and Consumer Science, or Technology Education or two credits in Math, Science, or Computer Science beyond the 6.5 credit requirement (2)
Fine Arts/World Languages**	1 Credit	One credit in one of the following areas: Art, Band, Chorus, and World Language (1)
Electives	4 Credits	
Financial Literacy***	.5 Credit	Grade 11-12 – Personal Finance (.5)
Youth Service Learning	36 Hours	36 hours of volunteer work are required for graduation
Total	24 Credits	

*Algebra and Geometry (2 credits from M.S. – then only 1 math required at HHS) and/or Algebra or Geometry (1 credit from M.S. then 2 math required at HHS) successfully completed at the 8th grade level will count toward the 3 credit math requirement for graduation. The instructor must have been certified by the Wisconsin Department of Instruction in secondary mathematics.

Core Courses	Grade 9	Grade 10	Grade 11	Grade 12
English	English 9	English 10	English 11	Senior English A & B
4.0 Credits	Honors English 9 Integrated English 9 Integrated Honors English 9	Honors English 10	AP English Language & Composition/CAPP English 101	Written Comm. AS AP Eng. Lit. & Comp. CAPP Com 111- Fundamentals of Speech CAPP English 101
Math	Algebra Geometry Hon. Geometry	Geometry Hon. Geometry Advanced Algebra Hon. Adv. Algebra	Advanced Algebra Hon. Adv. Algebra Pre-Calculus Honors Pre-Calculus AP Statistics	Pre-Calculus Honors Pre-Calculus College Tech Math Business Calculus AP Calculus AP Statistics
3.0 Credits Algebra and/or Geometry successfully completed at the 7 th and/or 8 th grade level will count toward the 3-credit math requirement for graduation when the student enrolls in the next sequential math class in the 9 th grade year. The instructor must have been certified by the Wisconsin Department of Instruction in secondary mathematics.				
Science	Integrated Science Honors Biology	Biology Honors Biology Physical Science Chemistry Honors Chemistry Human Anatomy Physics	Choose 1.0 Science Credit	Optional – refer to college program requirements or career interest
3.0 Credits				
Social Studies	Civics/Global Studies Integrated Civics/Global Studies	World History AP World History	US History AP US History	Choose 1.0 Social Studies Elective Credit
4.0 Credits **Civics Assessment				
Wellness	Physical Education I Athletic Performance 9 (YR or SM)	Physical Education II Athletic Performance Weight Training II	Choose .5 Physical Education Credit (required 11 or 12)	Choose .5 Physical Education Credit (required 11 or 12)
1.5 Credits (3 P.E. classes over 3 years)				
Health	Health	Health	Health	Health
.5 Credit				
Personal Finance			Personal Finance (required 11 or 12)	Personal Finance (required 11 or 12)
.5 Credit				
Computer Proficiency	Computer Applications Office for the 21 st Century			
.5 Credit				
Fine Arts/**World Language				
1.0 Credit				
Occupations****				
2.0 Credits				
Electives				
4.0 Credits				

A total of 24 credits are required for a Hortonville diploma. This includes 18 Core Course credits. The remaining credits are earned through occupations and electives. The number of credits required in each content area is identified in the left-hand column of the following chart. Available core Courses are listed by grade level.

******Occupations:** can be met through the following course areas: Art, Business Education, Family and Consumer Education, Music, Technology & Education or additional core classes beyond requirements.

**~~Foreign~~ World Language

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received, however, the grade and class will not be factored into the students' high school grade point average.

If a middle school student is participating in classes held at the high school, appropriate transportation shall be arranged by the middle school principal.

***Personal Finance is a requirement for graduation.

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

Youth Service Learning Hours

A student must successfully complete the community service requirement in order to receive a high school diploma.

Students with Disabilities

Students with disabilities who properly complete the programs specified in the I.E.P. and have received the recommendation of the I.E.P. committee may participate in graduation activities and may be award a diploma (provided the student satisfied the District's high school graduation requirements) see Policy #5460.01 – Graduation Ceremony Date and Participation.

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

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

student may be denied participation in the graduation activities for disciplinary reasons and for non-payment of fees.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

115.28 – Wis. Stats.

118.30 – Wis. Stats.

118.33 – Wis. Stats.

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5461 Senior Release Program – removed – of Education; added and removed - Students will enroll in at least three credits for each semester, however, second semester seniors may not need 3.5 credits to complete graduation requirements. It may be in the best interest of some second semester seniors to partake in non-school based opportunities which will assist in this transition to post high school options/opportunities for a portion of the school day.

Implementation:

Requirements for Release

~~Second semester~~ seniors needing ~~5~~ 3 or fewer credits to complete graduation requirements ~~are~~ may request eligible for senior release.

Procedure

1. Students must enroll in a minimum of ~~six (6) courses of instruction per day~~ three (3) credits of instruction during each semester.
2. ~~Students are required to attend all scheduled study halls.~~ Students are required to attend all scheduled academic extensions and commons.
3. ~~One (1) period of release will be scheduled either first hour or eighth hour.~~
3. Students enrolled in year-long courses are encouraged to stay in the classes both semesters.
4. Release privilege may be revoked at any time and the student assigned to ~~study halls~~ academic extension for disciplinary reasons.

5710 Student Complaints – NEW POLICY - The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for the appropriate appeal procedures implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:

- A. Policy #5517.01 – Bullying
- B. Policy #2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- C. Policy #2260 – Nondiscrimination and Access to Equal Educational Opportunity
- D. Policy #5517 – Student Anti-Harassment
- E. Policy 9130 – Public Requests, Suggestions, or Complaints

If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.

Legal References:

118.13 Wis. Stats.

P.I. 9, 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1681, Title IX of Education Amendments Act

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

NEOLA 2019

5830 Student Fund-Raising – added – Each exempt fund-raiser cannot be longer than two (2) consecutive weeks.

6152 Student Fees, Fines, and Charges – removed – of Education; added and removed - Any fees (including trip fees) or fines collected by members of the staff are to be turned into the school office no later than the end of the day on which the money was collected. ~~within twenty-four (24) hours after collection.~~ If the school office is not open or accessible, the collected monies should be deposited in the financial institution designated by the District or in another secure location specified by the District no later than the end of the day on which the money was collected. Staff are prohibited from leaving collected money in classrooms overnight or taking collected money home. Money shall be deposited by the District no less than one (1) week after collected with a full accounting of all transactions.

6470 Payment of Claims – changed to Payment of Invoices; add the number (30); removed the work School; added – Legal References

6510 Payroll Authorization – added - The Board recognizes its obligation to pay its employees for services rendered in accordance with State and Federal laws and District commitments.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board except where the authority to appoint certain personnel of the District has been delegated to the District Administrator.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual and the position title.

Added – Legal Reference

6610 Student Activity Fund – added - It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations. The Board authorizes the maintenance of approved student activity funds as allowed by DPI regulations and the auditor’s recommendations.

Each activity covered by this policy must be recognized the District Administrator before monies can be collected or disbursed in the name of said activity.

The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

Added – Legal Reference

6830 Audit – added and removed - The auditor shall prepare a detailed audit report which shall be submitted to the Board and the Department of Public Instruction. ~~each year. The Director of Business Services shall assure that the audit report is completed timely and submitted prior to the deadline established by the DPI.~~ The auditor’s report shall include:

- A. The financial audit statement for the fiscal year;
- B. A management letter;
- C. The auditor’s communication with those charged with governance, including any significant findings or issues from the audit; and
- D. Federal and State program audit reports and schedules, as appropriate.

The District Administrator shall assure that the audit report is completed timely and submitted prior to the deadline established by DPI.

Added – PI 14

7300 Disposition of Real Property – removed – of Education; added - “Real Property” means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

“Personal Property” means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials. Disposition of Personal Property shall be determined in accordance with Policy 7310 – Disposition of Personal Property.

7310 Disposition of surplus Property – Deleted current wording - ~~Obsolete or surplus equipment/supplies shall be disposed of on a timely basis to avoid storage and safety issues.~~

Implementation:

- ~~A. Items having a fair market value of \$1000 or less may be sold by private sale by the Superintendent.~~
- ~~B. Items for sale having fair market value greater than \$1000 shall be advertised at least once in local newspapers, and sold to the highest bidder. The Board of Education reserves the right to reject all bids.~~
- ~~C. All equipment will be sold on an “as is” basis and will be removed by the purchaser.~~
- ~~D. All money received from the sale of equipment or supplies shall be deposited in the General Fund of the Hortonville Area School District.~~

~~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.~~

~~2 C.F.R. 200.312, 200.313
NEOLA 2016~~

Added - The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 – Disposition of Real Property.

“Personal property” means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

“Real property” means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

7434 Use of Tobacco on School Premises – removed – of Education; added – or outdoor

7455 Accounting System for Fixed Assets – NEW - The Board shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain enough information to permit the following:

- A. The preparation of year-end financial statements in accordance with generally accepted, accounting principles
- B. Adequate insurance coverage
- C. Control and accountability

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Business Manager shall develop procedures to ensure compliance with all fixed-asset policies. Each supervisor shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and initial cost equal to or exceeding \$1,000. Some items may be identified as “controlled” assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control. Fixed assets shall be classified as follows:

- A. Land
- B. Building
- C. Improvements other than building
- D. Machinery and equipment
- E. Furniture and fixtures

- F. Vehicles
- G. Plant (aerator)
- H. Underground lines
- I. Construction-in-progress

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Auditor.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the supervisor and require the prior written approval of the Business Manager. An asset to be disposed by sale shall be done in accordance with Policy 7300-Disposition of Real Property or Policy #7310 – Disposition of Surplus Property.

In accordance with Generally Accepted Accounting Principles (GAAP), assets must be depreciated over their estimated useful lives and approved by the auditor.

Accumulated depreciation shall be calculated on a straight-line basis and be recorded for general fixed assets. The following information shall be maintained for all fixed assets:

- A. Description
- B. Asset classification (land, building, equipment, etc.)
- C. Location
- D. Purchase price
- E. Vendor
- F. Date purchased
- G. Voucher number
- H. Estimated useful life
- I. Estimated salvage value
- J. Replacement cost
- K. Accumulated depreciation
- L. Method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. Appropriation
- N. Manner of asset disposal

NEOLA 2019

8330 Student Records (also would update Policy 2416 – Student Privacy and Parental Access to Information – Students Records) – added and removed - ~~“Parent” means a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian.~~ The term “parents” includes legal guardians or other persons standing in loco parents (such as grandparent or stepparent with who the child lives, or a person who is legally responsible for the welfare of the child).

1. ~~“Adult student” means a student who has attained the age of 18.~~ The term “eligible student” or “adult student” refers to a student who is eighteen (18) years of age or older.

A. Access Rights Regarding Student Progress and Behavioral Record Information

~~A parent, regardless of whether the parent has legal custody of the student, shall have equal access to the student's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the student, ordered by the court).~~ Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult student, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

a) ~~Personally identifiable information from the student records of an adult student may be disclose to the parent of the adult student without the written consent of the adult student if the adult student is a dependent of his/her parent for tax purposes (under the Federal Internal Revenue Code, 26 USC). This may be done unless the adult student has informed the school, in writing, that the information may not be disclosed.~~

8660 Transportation by Private Vehicle – NEW - The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Board of Education in accordance with the District Administrator's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not the parent of a student enrolled in the District, the holder of a currently valid driver's license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age, be physically cable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by applicable law. The District Administrator may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate.

Any private vehicle used for transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Legal Reference:

121.52 Wis. State Statue

121.53 Wis. State Statue

NEOLA 2019

9600 Staff / Student Participation in Community Events – added - The Board supports and encourages staff participation in community activities and events which are related to District Courses of Study, as appropriate, as either required or enrichment assignments; school activities to which the public is invited are scheduled, to the extent possible, so as not to conflict with other events in the community which would appeal to the same audience. Such scheduling conflicts not only diminish the attendance at both the school and community activities, but also deprive the students and staff of deriving the benefits from participation in community programs which enhance learning and the quality of life.

NEOLA 2019

