

School District of Rhinelander - Board of Education

**Policy Manual**

**RELATIONS (9000)**

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### **TELEPHONE COMMUNICATIONS**

The Board is vitally interested in maintaining effective communication with parents, members of the community, vendors, and others who have dealings with the District. The Board realizes that although advances in technology provide the possibility of enhancing communications, some innovations can also inhibit effective contact between the public and District personnel.

The Board directs that incoming calls during regular school hours to the Administration Center and to each school building and operations office must be answered by a District staff member or volunteer and not by a computer-generated voice. This will ensure that each caller's concern is dealt with in an expeditious manner.

If under certain rare circumstances it is not possible for a staff member or volunteer to be available to answer a telephone call to a main office number, a computer message may be substituted provided the message instructs the caller on how to access a District employee who can take some type of action in response to the caller's need.

Telephone calls to extension numbers within the District may be answered by voicemail provided the caller is given the alternative of dialing 0 and talking to a staff member or volunteer.

Under no circumstances during regular school hours is the telephone system to operate in such a way that a caller is unable to talk directly to someone who can be of assistance to the caller. In cases of emergency, lack of effective telephone contact could be critical.

*Adopted 11/18/2002*

### **PUBLIC INFORMATION PROGRAM**

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Superintendent shall direct an information program designed to acquaint the citizens of the community and general public with the achievements and the needs of the schools.

Since the school system is a public institution endeavoring to serve the educational needs of the community, it is important that information be disseminated on activities, programs and concerns in our schools. In order that this publicity is given wide coverage and coordination into a common effort and purpose, this policy has been adopted by the Board.

As citizens, all employees of the District have the right to express their personal opinions on District matters. However, as indicated, the official position of the District on any issue shall be communicated by the Board President, the Superintendent or his/her designee, or other employees of the District as delegated by the Board President.

For inquiries from the public and the media or news released to the media, the following guidelines are established:

- A. Releases that are of a District nature or pertain to established District policy are the responsibility of the Superintendent or a member of the administrative staff that he/she may designate.
- B. Administration Center administrators may represent the District regarding information of a District-wide nature in the areas of curriculum, instruction, business, personnel, student services, or general school educational activities.
- C. The principal of each school or his/her designee will be the official spokesperson for the activities and educational program of that particular school.
- D. Other administrative supervisors or coordinators responsible for special programs will be the official spokespersons for those programs.

The Board encourages a policy of sound public relations with the community and the news media. The Superintendent is to plan for periodic releases to the news media to provide information to the community concerning its schools and various phases of the school program.

Toward this end, the Board shall provide parents or guardians and other District residents opportunities for orientation and information regarding state regulations and local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve this end.

*Adopted 11/18/2002*

## **PUBLIC COMPLAINTS/CONCERNS**

Any person or group having a legitimate interest in the operations of the District shall have the right to present a request, suggestion, or complaint concerning District personnel, the Superintendent, the programs, or the operations of the District. At the same time, the Board has a duty to protect its staff from unnecessary harassment.

It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate. It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of any informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration, according to the following procedure:

### Matters Regarding District Personnel

#### A. First Level

If it is a matter specifically directed toward District personnel, the matter must be initially addressed to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter to his/her supervisor and discuss whatever action may have been taken.

If the complainant is not satisfied with the outcome at level one, the complaint may be considered at the second level.

#### B. Second Level

The complaint shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a contract, if applicable.

If a satisfactory solution is not achieved by discussion with the supervisor at the second level, a written request for a conference with the Superintendent shall be submitted to the Superintendent. The written request should include the following:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been adversely affected.
3. The action which the complainant wishes to be taken and the reasons why it is felt that such action be taken.

The complaint may then be considered at the third level.

#### C. Third Level

Upon receipt of the written request from the complainant, the Superintendent will confer with the complainant and will consider the specific nature of the complaint and the actions taken in the first and second levels. The Superintendent will make a finding and will submit this finding in writing to the complainant.

Should the matter still not be resolved to the satisfaction of the complainant, or if it has gone beyond the Superintendent's authority and requires a Board decision or action, the complainant shall provide a written appeal to the Board. The written request for the appeal should be directed to the Board President and should include a copy of the written disposition of the complaint. The letter should also set forth the reasons why the complainant believes such disposition to be unsatisfactory.

D. Fourth Level

Upon receipt of a written request by the complainant for an appeal, the Board President shall bring the matter to the Board for review and evaluation. Such review may include, but is not limited to, the documentary evidence provided by the complainant and/or administration, personal interviews, a group meeting, or any combination thereof. However, the Board may also decline to consider the complaint further. Following review of the matter, the Board President shall advise the complainant in writing of the decision of the Board.

If it is decided that the Board declines to consider the complaint further, this decision of the Board shall be final.

If the decision of the Board is that the Board will consider the complaint, the Board shall grant a hearing within thirty (30) business days of making such decision.

If the complainant contacts an individual Board member to discuss the matter, that Board member shall inform the complainant that he/she has no authority to act in his/her individual capacity and that the complainant must follow the procedures described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent that cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference with the Board. This request should include the following:

- A. The specific nature of the complaint and a brief statement of the facts giving rise to it.
- B. The respect in which it is alleged that the complainant (or child of the complainant) has been adversely affected.
- C. The reason that the matter was not able to be resolved with the Superintendent.
- D. The action which the complainant wishes to be taken and the reasons why it is felt that such action should be taken.

After reviewing the request, the Board may grant a hearing before the full Board or before a committee of the Board; or it may refer the matter to an executive (closed) session.

Within thirty (30) business days, the complainant shall be advised, in writing, of the Board's decision.

The Board's decision will be final and not subject to appeal.

Matters Regarding Programs/Operations

A. First Level

If it is a matter specifically directed toward a program or operation in the District, the matter must be initially addressed to the building principal and/or other building administrator.

B. Second Level

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the Superintendent.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Superintendent, a written request for a conference shall be submitted to the Board. This request shall include the following:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. The respect in which it is alleged that the complainant has been adversely affected.
3. The action which the complainant wishes to be taken and the reasons why it is felt that such action be taken.

Within thirty (30) business days, the complainant shall be advised in writing of the Board's decision. The Board's decision will be final and not subject to appeal.

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. (See Policy & Administrative Guidelines 2521, Selection of Instructional Materials and Equipment.)

118.01 Wis. Stats.

118.019 Wis. Stats.

20 U.S.C. 1232h

*Adopted 11/18/2002*

*Revised 08/16/2004*

*Revised 10/21/2013*

### **USE OF RECORDING DEVICES DURING MEETINGS OR CONVERSATIONS**

The Board recognizes the importance of protecting the privacy interests of District employees, parents, students, and community members, and it is committed to safeguarding their privacy during meetings and general conversations in which confidentiality and privacy is required.

To protect the privacy of all District employees, parents, students, or community members, electronic recording by audio, video, or other means during any meetings or conversations is not permitted unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting or conversation must also obtain consent from anyone who may arrive late to any such meeting.

No person shall electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

Provisions in this policy are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board-sanctioned meeting being recorded in accordance with Board policy.

Provisions in this policy are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, authorized agendas of the District, or electronic recordings that are authorized by the District, (e.g. surveillance videos, extra-curricular activities, voicemail recordings).

*Adopted 12/18/2017*

### **CITIZENS' ADVISORY COMMITTEES**

The Board considers it advisable to enlist citizen groups for advice and counsel from time-to-time. The following three basic principles are followed with all advisory committee groups:

- A. Citizens' groups should be broadly represented.
- B. Final recommendations to the Board should be based on research and fact.
- C. Recommendations should be submitted in writing to the Board which alone has the authority to act upon the recommendations.

#### Organization and Dissolution of Committees

The Board shall seek the advice of the Superintendent before establishing or dissolving any advisory committee.

Specific topics for study or well-defined areas of activity shall be assigned to each committee immediately following its appointment. Upon completing its assignment, each committee shall be given new issues and concerns or shall be dissolved promptly. The committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate day to dissolve the committee.

Furthermore, the committee shall be instructed as to the relationship it has to the Board; to individual Board members; to the Board member assigned as a liaison; to the Superintendent; to the committee assistant; and to the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

#### Resources

Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the school system. Each committee shall be particularly encouraged to draw upon the talents of other local residents and recommend to the Board the official appointment of any such additional members as the committee desires.

At the request of any committee, the Superintendent shall appoint a member of the professional staff to assist it in carrying out the work assigned to it by the Board. Such committee assistants shall be responsible to the Superintendent.

Arrangements for the use of supplies, equipment, and personnel from within the school system shall be made through the committee assistant.

Expenditures of District funds by any advisory committee shall be made only upon prior approval of the Superintendent.



### Committee Members

The Superintendent shall maintain a list of lay citizens and staff members who have served on advisory committees, who are currently serving, who have expressed a willingness to serve, and who have been or appropriately might be recommended for such service. When committee members are needed, the Superintendent shall submit names of qualified persons, giving preference to those who have not previously served. The Board may appoint members from this list or from any other source it deems appropriate.

### Appointments

All appointments of citizens to advisory committees for the Board shall be made by the Board.

All appointments of staff members to citizens' advisory committees for the Board shall be made by the Superintendent with the approval of the Board.

### Composition of Committees

Committees shall have a generally representative membership. No member shall be appointed to officially represent an organization, a geographic area, a religious group, an individual school, or any other such subdivision of the community.

### Liaison Personnel

The Superintendent or his/her designee shall serve as liaison between the Board and its advisory committee.

The Superintendent may appoint a member of his/her staff to serve as a channel of communication between his/her office and all Board committees. The person serving in this capacity shall meet or communicate with committees and committee assistants as he/she deems proper to keep informed as to activities, providing for the use of resources, and reporting directly to the Superintendent.

### Publicity

The Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint, and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations, and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

19.81, et. seq. Wis. Stats.

*Adopted 11/18/2002*

## SCHOOL VISITORS

The Board welcomes and encourages visits to school buildings by parents, other adult residents of the community, and interested educators. But, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Except as set forth in Policy 8390, Animals on District Property, or in the case of “service canines” required for use by a person with a disability, no other animals may be on school premises at any time.

The Superintendent has the authority to prohibit the entry of any person to school property or may require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the premises. If such an individual refuses to leave the school grounds or creates a disturbance, the Superintendent or his/her designee is authorized to request the assistance of local law enforcement to remove the individual, if necessary.

Parents who are registered sex offenders and who wish to participate in their child’s school activities may be allowed on campus at the discretion and under the direction of the building principal. Such parent must inform the school administration of any time that they will be on the school grounds. Conditions may be imposed upon a parent’s participation, including but not limited to the following:

- Must have prior permission
- Must check in
- Must have approved escort in the building or at the event
- Must leave premises immediately upon conclusion of his/her business
- May not visit while school is in session

Non-staff access to students and classes must be limited and only in accordance with a schedule that has been determined by the building principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

A parent’s concerns about any aspect of his/her child’s educational program should be presented through the procedure set forth in Policy 9130, Public Complaints/Concerns, a copy of which is available on the District’s website at <http://www.rhinelander.k12.wi.us/board/districtpolicies.cfm>, or by contacting the Administration Center or a school building.

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board. The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits are not to be considered inspections nor supervisory in nature. If during a visit to a school or program a Board member observes a situation or condition which causes concern, he/she should discuss the situation as soon as convenient or appropriate with the building principal. Such a report or discussion shall not be considered official from the Board. If the Board member believes the situation or condition serious enough, he/she may wish to also inform the Superintendent.

All visitors to a school of the District must comply with the visitor rules as set forth in Policy 7440, Facility Security.

301.475(3)© Wis. Stats.

*Adopted 11/18/2002*

*Revised 08/15/2011*

*Revised 12/19/2011*

*Revised 01/20/2014*

*Revised 03/16/2015*

*Administrative Guidelines*

**SCHOOL VISITORS**

General Requirements for Visitors to the Schools

- A. *A visitor is defined as any person seeking to enter a school building who is not an employee of the District or a student currently enrolled in that building.*
- B. *All visitors shall report to the school office when arriving and leaving the school premises.*
- C. *Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and must obtain authorization from the building principal to remain on the school premises.*
- D. *Each school building shall maintain a visitor's log. The log will include the date of the visit, the visitor's admission and departure time, the visitor's name, indication of the visitor being a parent/guardian, and the visitor's address, phone number, and purpose for the visit.*
- E. *All visitors shall be requested to wear an appropriate form of identification when on school premises.*
- F. *Whenever possible, visitors should obtain authorization from the building principal in advance. At the discretion of the building principal, such prior authorization may be required.*
- G. *Visits may be prohibited at certain times (i.e. the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted).*
- H. *If conflicts occur due to the number of visitor requests or other circumstances, parents of currently enrolled students will generally be given preference.*
- I. *All school visitors must comply at all times with Board policies, administrative rules, and school building regulations.*

Exceptions to Visitor Requirements

*Parents of District citizens who have been invited to visit school as part of a scheduled open house, special event, a scheduled performance by a class, team or group, or other adult participants in organized and school-approved activities during off-school hours are exempt from requirements A-H above.*

Visitors to Classrooms or Other Instructional Areas

*Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the building principal. Since classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to the following:*

- A. *Remaining in a designated place or seat.*
- B. *Refraining from speaking to students while the class or activity is in session.*
- C. *Refraining from entering or leaving the area while an activity is underway.*

- D. *Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.*
- E. *Requiring that the visitor be chaperoned.*
- F. *Limiting the duration of the visit to particular times or length of time.*
- G. *Limiting the activities of the visitor to a particular purpose(s).*
- H. *Designating particular routes of travel in the building or upon the school ground.*

*Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements in advance.*

#### *Classroom Observation Procedures*

- A. *Any parent who wishes to observe his/her child's classroom while it is in session must obtain the advance permission of the building principal. When such a request is made, the building principal will consult the classroom teacher and schedule the classroom visitation for a day and time within one week of the request.*
- B. *A parent who observes a classroom should not interrupt the class. If the parent wants to ask questions of the teacher or wants to confer with the teacher, he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.*
- C. *To avoid interference with the education of students, the building principal may limit the number of visitors to a particular classroom at a given time and shall further have the right to determine a reasonable period of time for the visitors to remain in the classroom.*
- D. *Under ordinary circumstances, teachers should continue with regular classroom work when being visited by a parent. If it is desirable, a conference between the parent and teacher can be held at a prearranged time so that normal progress of classroom instruction will not be disrupted.*
- E. *The privacy of all students and staff shall be respected by visitors.*

#### *Student Visitors*

- A. *All requirements for visitors also apply to students, with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged. In any event, students must be age appropriate for the building they wish to visit.*
- B. *Student visitors from other school districts must have written permission of both their own parent and the parent of any District student they wish to accompany into a school.*
- C. *No student who is under suspension, expulsion, or other form of discipline from the District or any other school district shall be permitted to visit a District school. Such students must have obtained expressed prior approval of the building principal before entering and are restricted to the school office for the duration of their presence in the building.*
- D. *All student visitors are expected to comply with all District and school rules, regulations, and procedures.*
- E. *Children are not to bring brothers, sisters, or guests to school without the approval of the building principal and teacher consultation. The presence of these guests often interferes with the regular school program.*

#### *Special Situations*

- A. Both custodial and non-custodial parents of a Rhinelander student have rights to visit the child's school unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the school shall make a good faith effort to notify the custodial parent in advance of the visit.*
- B. The building principal or his/her designee has the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately, and law enforcement authorities shall be called if necessary.*
- C. Contacts by school employees during school hours with a vendor's marketing materials, services, or programs may be made only with the approval of the building principal or his/her designee.*
- D. Visitors on any District premises/property) may be required to comply with all or portions of Policy and Administrative Guidelines 9150, School Visitors, at the discretion of the Superintendent or the Superintendent's designee.*

*Individuals who violate this policy are subject to law enforcement referral or other legal action. In addition, students who violate this policy will be subject to suspension or expulsion pursuant to the provisions of state law or other appropriate penalties as may be determined.*

*Adopted 11/18/2002*

**USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS**

The Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes this locker room privacy policy for the District.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

(NOTE: Local press and student reporters will be asked to wait outside the doors of the locker room for necessary interviews/photographs.)

*Adopted 10/20/2008*





### **HOME VISITS**

The Board recognizes the importance of visits to the homes of District families. Home visits are encouraged and supported by the District as they can be an effective tool in establishing strong, collaborative relationships with the families; especially for those families with early childhood and four-year-old kindergarten children.

Safe visits and the establishment of a climate in which positive communication and learning can occur is important to the success of the home visit services. Administrative guidelines will be developed to clearly identify how the home visits can be conducted in a safe and effective manner.

*Adopted 12/16/2013*

*Administrative Guidelines*

**HOME VISITS**

*The following guidelines provide recommended best practices and safety/security procedures for all District employees who participate in and conduct home visits. These guidelines are intended to assist employees in safely visiting District families and to establish a climate in which positive communication and learning can occur.*

*Home visits can be an effective tool in establishing strong, collaborative relationships with families, and the visits are encouraged and supported by the District. When these guidelines are followed, it is expected that a single District employee can safely and effectively provide this service.*

*If an employee has questions or a need for clarification concerning the guidelines provided below, he/she should contact his/her building principal or immediate supervisor, or the District's Pupil Services Office.*

*General Procedures*

*A. Prior to conducting home visits, the District employee making the home visit should follow the procedures indicated below.*

- 1. Collect relevant data pertaining to the family prior to a home visit, including but not limited to the following:*
  - Identifying the school/program administrator;*
  - Gaining knowledge of the family and the resident neighborhood of the family;*
  - Collecting information as may be necessary from the Student Services Team (SST) and the District's police school liaison officer.*
- 2. Notify a designated school contact person or supervisor of the following information:*
  - Location/address of the home visit;*
  - Persons residing at the home;*
  - Start and potential end time of the visit (check in and check out – have a sign-in/sign-out log);*
  - Mobile phone number;*
  - Location changes (travel from one home visit site to the next).*
- 3. Arrange to have the visit in a public location if the information collected on the family indicates that there are safety and/or health risk concerns.*
- 4. Plan the home visit during morning or early afternoon hours. Visits that begin or extend into the evening hours present a greater risk due to darkness and the unavailability of school support persons to communicate with if it would become necessary.*
- 5. Conduct the visit with at least one other staff member if safety or health risks are suspected to exist in the home; but a decision has been made to conduct the home visit despite these suspicions.*

6. *When possible and in an effort to verify that the scheduled time is still available or to make sure that the family will be at home, notify the family prior to each visit indicating that a visit is being conducted.*
  7. *Take a cell phone and wear your District identification (ID) badge.*
  8. *Take materials pertinent to the purpose of the visit and plan for conversation points/topics to be addressed during the visit.*
  9. *Keep vehicle locked during the visit. Make sure vehicle is well fueled and in good running condition. Keep a flashlight and first aid kit in the vehicle. Always back the vehicle into a parking area and proceed forward when leaving.*
  10. *Do not park in someone else's assigned parking area or block the access to another's vehicle.*
  11. *Wear clothes and shoes that made a quick escape possible*
  12. *Keep car keys in a pocket or in hand – not in a purse/bag.*
  13. *Leave valuable possessions at home; don't make yourself a target by carrying valuables in a purse/bag, or by wearing expensive jewelry.*
  14. *Take dog biscuits in the event the need exists to calm excited/aggressive dogs present in the residential area of the home visit.*
  15. *Act confident and sure of yourself. Ignore provocative comments or behaviors, keep hands free, and don't walk through a group of people standing together on the sidewalk/street.*
  16. *Make note as to whether or not there is someone in the area of the home visit that you know (in the event help is needed).*
  17. *Be observant when entering a neighborhood. Be aware of the types of activities going on in the vicinity, and note location of exits or potentially dangerous objects (weapons, drug paraphernalia, etc.). Observe the behavior of people around you as some behaviors are strong indicators of potential problems (i.e. alcohol or substance intoxication, bloodshot eyes, slurred speech, or difficulty walking; volatile moods; inappropriate conduct). Observe the number and characteristics of people present (i.e. unknown or unusual people in the area, large gatherings of people, people frequently entering and exiting the area).*
  18. *Trust your instincts regarding impending danger. Stay attuned to signals in your body that may suggest you are feeling anxious and need to take action.*
- B. *During the home visit, the District employee should proceed as follows:*
1. *Have all necessary home visit materials and an accessible cell phone. Keep the cell phone visible.*
  2. *Stop, pause, and listen at the doorway prior to announcing your arrival. If there is any indication of unsafe conditions, leave and re-schedule the visit for another time at a public meeting location. Put your own safety first.*
  3. *Greet the family in a friendly, respectful manner. Note who is present and ask who else is in the home, including pets.*
  4. *Request that pets be confined, as needed, and that other distractions (television, video games, music) be minimized.*
  5. *Remain in a family area. Position yourself near a door leading to the exit.*

6. *Be aware of your own communication and body language. Know what behaviors in others may set you off or provoke you and respond to these behaviors without placing yourself in danger.*
7. *Never discuss domestic violence activities if the perpetrator is in the home.*
8. *Follow these guidelines in the event a visit becomes uncomfortable or potentially dangerous:*
  - *Stay alert and pay attention to the surroundings;*
  - *Stay in control of your emotions. This will enhance clear thinking and effective actions. Talk slowly, directly and continuously in a non-threatening manner.*
  - *Ask for a glass of water to give to an upset family member. Give them time to cool off.*
  - *Trust your instincts. If you feel unsafe or threatened, take appropriate measures to exit the home calmly and carefully.*
  - *Be positioned so you are not blocked from exits. You should always have an excuse ready to avoid triggering a family's anger or making it worse. Do not get between family members who are angrily confronting each other. If a family member becomes verbally abusive or agitated, respond calmly and quietly with "I" messages (i.e. "I know you are feeling angry about..."). Keep statements matter of fact, simple, and direct and keep a distance of no less than three (3) feet from the person. Do not reach out to touch or stand in front of the person, and do not turn your back to the person. Do not get up from a chair while the person is sitting and do not try to leave too abruptly.*
  - *Do not reveal information about yourself or your family. This could increase the risk of being harmed by someone.*
  - *Leave tactfully and promptly if you feel unsafe at any time.*

C. *After the home visit, the District employee should*

- *notify the designated school contact person or supervisor that the visit has ended; and*
- *report any dangerous, threatening, suspicious circumstances from the visit to your supervisor, building principal, and/or social services agent/representative, as appropriate. (Examples include the absence of an adult at home or the presence of significant health risks.)*

*Adopted 12/16/2013*

### **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the District; but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed, and no betting is to occur at any function sponsored by the District or at any function occurring on District premises.

Raffles and similar forms of fundraising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9700, Relations with Special Interest Groups.

No qualified person with a disability will be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA (Americans with Disabilities Act) applies due to the District's facilities being inaccessible to or unusable by persons with disabilities. Any person who believes he/she 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.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes but is not limited to providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption on District property or at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school District property when requested. School administrators are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student, a non-enrolled minor, or an adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of ADA, as amended. Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (Also see Policy 8390, Animals on District Property)

Pursuant to Policy 7434, Use of Tobacco on School Premises, persons attending school events are subject to the prohibitions for the use of tobacco.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events. Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in

advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be rebroadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of non-District audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events shall contain the following statement: "Upon a request to the Superintendent which has been submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation (including the provision of informational material in an alternative format as may be necessary) for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."

29 CFR Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

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

*Adopted 11/18/2002*

*Revised 08/20/2012*

*Revised 04/17/2017*

## PARENT ORGANIZATIONS

A Parent Advisory Committee (PAC) is a group of parents who have a vital interest in the successful operation of the school. These groups will serve as a stimulus for the continual and free flow of information between the school and parents.

The PACs primary purpose is to advise school officials on concerns and procedures of the school. Such a group provides an ideal means of facilitating communication between the school and community.

PACs will be established at each school in the District. The committees will meet a minimum of four times during the school year and the building principal will be in attendance at these meetings. The building principal will serve as the liaison person between the District and the PAC.

PAC objectives are as follows:

- To assist in the identification of school needs.
- To function as a liaison group in the dissemination of information to the school and to the community
- To provide feedback and act as a sounding Board for the building principal

Membership on a PAC is open to all parents. The membership shall agree upon procedures relating to the conduct of their meetings and shall elect a chairperson and secretary each year. Other elected offices may also be established such as treasurer and vice-chair. It is recommended that the positions of chairperson and secretary be rotated among the membership each year.

PAC agendas should provide an opportunity for open discussion. Recommended agenda items include the following:

- Building Principal's Report: Enables parents to learn about the school program
- Parent Concerns and Questions: Allows the building principal to hear and/or respond.
- Advising: Opportunity to share attitudes and opinions to assist the building principal.

Other agenda items are determined by the individual school committees and may include but not be limited to such things as fund-raising, classroom help, teacher appreciation, and chaperone help.

One member of each building PAC will be selected annually to serve as the school's delegate to the Superintendent's District Parent Advisory Council; if such a council has been organized by the Superintendent. If organized, this group will be ad hoc and may be convened at necessary times by the Superintendent; however, at least one meeting will be held each year.

*Adopted 11/18/2002*

### **RELATIONS WITH PARENTS**

The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the "ultimate responsibility" for their children's in-school behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority. During school hours, the Board through its designated administrators, acts in loco parentis or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. Parent-teacher conferences to permit two-way communication between home and school.
- B. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems.
- C. Special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.
- D. Open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis.

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school; signing and returning them promptly when required; and,
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

*Adopted 11/18/2002*



### **POSITIVE RELATIONSHIPS WITH STUDENTS, COLLEAGUES, AND COMMUNITY**

The District is committed to quality educational programs requiring integrity, high ideals, and human understanding. District employees are expected to accept responsibility for their conduct as members of the education profession and understand that a person's own conduct may be regarded as representative of all.

The Board requires all District staff members to abide by such standard of conduct that is in keeping with community morals, to encourage good citizenship, and to be an example of self-discipline for their students. District staff members are required at all times not to engage in misdeeds that may lose them the respect and appreciation of the students, parents/guardians of students, and the people of the community.

All District staff members and contracted vendors of the District are expected to demonstrate positive relationships by

- A. communicating with students in a way that fosters the development of a positive self-image;
- B. giving students positive feedback in a variety of ways;
- C. modeling and reinforcing positive behaviors that are expected of students;
- D. implementing motivation techniques that enhance self-esteem and achievement;
- E. maintaining empathy with and respect for all students;
- F. using discretion in handling confidential information about students;
- G. utilizing problem-solving techniques in correcting and changing student behavior;
- H. encouraging a student to study varying points of view and respect the student's right to form independent judgments;
- I. conducting conferences with or concerning students in an appropriate place and manner;
- J. exercising good judgment in dealings with students, parents, other staff, and the public;
- K. displaying moral and ethical behavior including never engaging in intimate, sexual, or otherwise inappropriate relationships with students;
- L. refraining from sending a student on an errand off school premises during school hours. Students shall not be sent on personal errands of any kind, nor be required to do any service not connected with their duties in the school;
- M. refraining from attempting to influence students with his/her own political or religious beliefs during school hours and/or school-related activities; and,
- N. refraining from establishing a pattern of using ridicule, sustained or repeated yelling, profanity, belittling, or intimidating statements or behaviors and other offensive or inappropriate statements or conduct directed at students, staff, parents/guardians, or members of the community.

All District staff members are also expected to dress and groom themselves in a manner that inspires respect from students, parents, peers, and the public as stated in Policy 3216, Staff Dress and Grooming.

*Adopted 9/22/2003*

### **HOME-BASED PRIVATE, PRIVATE, OR TRIBAL SCHOOL STUDENTS**

The Board encourages the enrollment of all school-age children residing in the District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

If space is available, the Board shall allow students who are being educated at a private school or a tribal school to participate in any of the District's courses by enrolling in no more than two courses during each semester; providing the student meets the criteria for admission to the high school established for private school or tribal school students.

The Board shall allow a student receiving home-based private education to attend up to two courses per semester in the public school classroom; provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two courses per semester. These shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two.

If a student decides to fully enroll in the District from home-based private instruction, all credits that transfer will do so with pass/fail grade, which will not be considered in the student's GPA.

A student receiving home-based private education may participate in interscholastic athletics in the District (including WIAA (Wisconsin Interscholastic Athletic Association) sanctioned interscholastic athletics) on the same basis and to the same extent that the District permits students enrolled in the District to participate.

Upon request, the home-based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement. (Refer to the "*Home-based Private Education Student Statement of Eligibility to Participate in Interscholastic Athletics*" form)

A student receiving home-based private education may participate in extra-curricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate. The District may charge a student who participates in interscholastic athletics or extra-curricular activities participation fees, including fees for uniforms or equipment, and musical instruments on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

118.133 Wis. Stats.

188.145(4) Wis. Stats.

118.53 Wis. Stats.

*Adopted 11/18/2002*

*Revised 08/18/2003*

*Revised 08/20/2007*

*Revised 01/18/2016*

*Revised 09/19/2016*

SCHOOL DISTRICT OF RHINELANDER

**HOME-BASED PRIVATE EDUCATION STUDENT STATEMENT OF  
ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS**

I, \_\_\_\_\_, hereby state that \_\_\_\_\_  
(Administrator/Parent Name) (Student's Full Name)

(hereinafter may be referred to as "the student") is enrolled in a home-based private educational program. I am the administrator/parent of the program and state that I submitted the Wisconsin Department of Public Instruction Form PI 1206, Homeschool Report, to the Department of Public Instruction on \_\_\_\_\_, 20\_\_\_\_ for the \_\_\_\_ - \_\_\_\_ school year to officially enroll the student into the program.

I further state that the student resides in the School District of \_\_\_\_\_, and his/her primary address is \_\_\_\_\_. The student is \_\_\_\_ years of age, and his/her date of birth is \_\_\_\_\_. The student is being taught at the \_\_\_\_ grade level in a home-based private educational program. If the student were to enroll in the School District of Rhineland, he/she would attend \_\_\_\_\_ School.

I further state that the student meets the District's requirements for participation in interscholastic athletics, including Wisconsin Interscholastic Athletic Association (WIAA) sanctioned interscholastic athletics, based on the student's age and academic and disciplinary records.

Specifically, I acknowledge receipt of the District's 'Student Code of Conduct', 'Athletic Code', and the 'WIAA Rules of Eligibility'. Student would not be disqualified from participation in interscholastic athletics including WIAA sanctioned interscholastic athletics based on his/her age, academic records, and disciplinary records (if any).

I further understand that continued participation in athletics is conditioned on the student maintaining compliance with the codes of conduct and applicable eligibility rules, and will immediately inform the school administration if he/she is no longer eligible to participate due to any academic or disciplinary reasons.

I represent that the above information is truthful and accurate. I acknowledge that Wisconsin Statutes 118.133(1)(b) prohibits me from providing a false statement regarding the student's ability to meet the District's requirements for participation in interscholastic athletics, including WIAA-sanctioned interscholastic athletics, based on the student's age and academic and disciplinary records.

(Please Print Administrator/Parent Name) \_\_\_\_\_

\_\_\_\_\_  
(Administrator/Parent Signature) Date \_\_\_\_\_

### **RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

It is the policy of the Board that strong lines of communication be maintained by the District with other school districts and with institutions and organizations that provide District students with programs, training, or services not available in the District.

The Superintendent may enter into such cooperative ventures with institutions or organization for the purpose of providing programs that correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students residing in the District in order to be aware of any program changes that may be planned that could affect the District and to cooperate fully in the implementation of all state and federal programs administered by the District that benefit, in whole or in part, eligible students attending private or parochial school.

*Adopted 11/18/2002*

*Administrative Guidelines*

**RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS**

*Guidelines for Cooperative Working Relationships Between  
Non-School Agency Nursing Personnel and the School District of Rhinelander Staff*

*Individuals from non-school medical community agencies who work within the School District of Rhinelander are asked to comply with the procedural guidelines listed below. These guidelines are meant to help make the cooperative efforts of District staff, non-school agency personnel, and parents as effective as possible in helping students to make satisfactory educational progress.*

*Procedural Guidelines*

- A. The purpose of having non-school nursing professional and paraprofessional staff working in the schools is to meet the medical rather than the educational needs of the students for whom they are responsible. Nursing services are "related services" in the same manner as are such services as physical therapy, occupational therapy, and transportation. Under state and federal guidelines, related services are to be provided when they are necessary in order for children to benefit from their educational programs and are to be directed toward the achievement of instructional goals and objectives.*
- B. Nursing professional and paraprofessional staff members assigned to work with individual children are to be responsible only for those specific students to whom they are assigned. Interaction with other students is to have the advance approval of administration, parents, and/or adult students.*
- C. Nursing professional and paraprofessional staff members employed by non-school agencies are not to supervise or otherwise direct District staff. Each employing agency (i.e. school district and/or non-school agency) has the formal responsibility for the actions of its employees. District nursing staff will assist the efforts of non-school community agency staff in ways which elicit a cooperative working relationship with all concerned parties for the benefit of students receiving nursing services.*
- D. Confidentiality regarding the educational programs and related health services being provided all students is to be maintained. This standard will apply to both District and community agency staff, although, an open exchange of pertinent information (as authorized by the student/parent) should exist between the District and non-school agency nursing staff.*
- E. Joint meetings involving District staff and agency nursing personnel should be held at the beginning of each school year (and as often thereafter as warranted) for the purpose of reviewing these guidelines, along with the specific health care needs and procedures to be followed for individual students for whom the non-school agency personnel are providing health care. The District's school nurse will initiate a meeting to include all interested parties as listed in attached Exhibit A.*
- F. Concerns regarding desired health care practices should be directed to the District's supervisory staff for appropriate discussion and possible resolution. The full involvement of all parties, including non-school agency personnel, will be encouraged to insure a full discussion of all viewpoints. Resolving differences of opinion should start at the building level with adherence to District policy, Wisconsin Department of Public Instruction, and Wisconsin Department of Health and Family Services guidelines, as well as the Wisconsin Nurse Practice Act.*

Exhibit A

School District of Rhinelander

**Documentation of Guidelines Review Regarding Cooperative Working Relationships between Non-School Agency Nursing Personnel and the School District of Rhinelander**

Name of Student with Health Care Needs \_\_\_\_\_

Date \_\_\_\_\_ School Attending \_\_\_\_\_ School Year \_\_\_\_\_

The signatures below certify that the persons listed have reviewed the School District of Rhinelander Policy and Administrative Guidelines 9500, Relations with Education Institutions and Organizations, (i.e. Guidelines for Cooperative Working Relationships) and will comply with the procedures and guidelines outlined therein.

Documentation of a joint review of these guidelines is required on at least an annual basis.

Signatures:

\_\_\_\_\_  
Non-School District Service Staff

\_\_\_\_\_  
School District Teacher

\_\_\_\_\_  
Non-School District Service Staff

\_\_\_\_\_  
School District Teacher

\_\_\_\_\_  
Building Principal

Other Signatures, as appropriate:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position/Title

### **PARTNERSHIPS WITH BUSINESSES**

The Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and in exchange offer the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community.

When properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum, as well as on the manner in which students are taught to learn. The Superintendent is authorized to actively seek such partnerships.

*Adopted 11/18/2002*



### **COMMUNITY EDUCATION PROGRAM**

The Board believes that there should be a comprehensive community education program that brings together and coordinates the resources of organizations, agencies, and groups in the community.

The Board believes that a community education philosophy will support the efficient use of school facilities and equipment.

The Board recognizes the valuable services that speakers, tutors, volunteers, and other such programs, including business partnerships, provide to the educational programs for the entire community.

Procedures to implement and operate an effective community education program shall be put in place by District administration. A community education program shall be implemented subject to compliance with state regulations and guidelines.

66.527 Wis. Stats.

120.12(9) Wis. Stats.

120.12(10) Wis. Stats.

120.13(13) Wis. Stats.

120.13(14) Wis. Stats.

120.13(17) Wis. Stats.

120.13(19) Wis. Stats.

120.13(21) Wis. Stats.

*Adopted 11/15/2010*

### **STAFF / STUDENT PARTICIPATION IN COMMUNITY EVENTS**

The Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools but which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of District resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups.

Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure 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 the community activities but also deprive the students and staff from deriving the benefits from participation in community programs which enhance learning and the quality of life.

*Adopted 11/18/2002*

## **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board that students, staff members, and District facilities are not used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by the Board.

### Materials or Activities

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the building principal on the basis of the proposed activities or materials benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contain commercial messages; providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

### Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole. Participation in such special activities may not

- have the primary effect of advancing a special product, group, or company;
- make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
- interrupt the regular school program;
- involve any direct cost to the District; or,
- cause the participants to leave the District unless the parents of a minor student have granted their permission.

### Distribution/Posting of Literature

Handbills and other printed materials may be distributed outside school buildings only in areas generally available to the public during a period of time beginning one hour after the end of the school day for students and ending one hour before the beginning of the school day for students; providing such distribution does not unreasonably interfere with the movement of students, traffic, or activities occurring therein.

If the administration determines that any such distribution of materials is unreasonably interfering with the orderly and efficient operation of the schools, it will have the authority to order the distributors to leave the school property.

This policy is supplementary to all existing state, federal, and municipal laws and ordinances governing orderly conduct on public or school property.

The Superintendent shall establish administrative guidelines which ensure that

- criteria established in Policy 5722, Student Publications and Productions, is used to make a decision regarding materials that students seek to post or distribute;
- the school mail system is not used by students or staff for disruption of non-school related materials;
- no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent; and
- the time, place, and manner of distribution of all non-school related materials is clearly established and communicated.

#### Solicitation of Funds by Non-District Related Organizations

Since the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

#### Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations that offer scholarships or prizes to deserving students in the District. However, in accepting the offer of such scholarships or prizes, the Board directs that the following guidelines be observed:

- A. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
- B. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Superintendent.
- C. The building principal, together with a committee of staff members designated by the building principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the building principal and staff committee.

#### Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the District, the Board requires that

- the organization has a purpose which will benefit the District and its students;
- the organization's planned activities are clearly in the best interest of the District and its students;
- the organization has submitted a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances in the space indicated on the form that is provided by the District:

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

### Surveys and Questionnaires

Neither District-related nor non-District related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan are submitted in advance to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

No minor student shall be required to participate in a survey unless written consent is given by the student's parent.

118.125 Wis. Stats.

*Adopted 11/18/2002*

*Revised 02/15/2016*

*Administrative Guidelines*

**RELATIONS WITH SPECIAL INTEREST GROUPS**

Contests for Students

*All contests must be approved by the Superintendent or designee. The following guidelines will be used to evaluate each contest application:*

- A. The contest is educationally sound, timely, and worthy.*
- B. The contest contributes directly to the educational, civic, social, or ethical development of the student involved.*
- C. The benefits of the contest are not generally obtainable within the regular school program.*
- D. The total length of time of the contest activity is not so great as to restrict school academic achievement of the student involved.*
- E. Student participation in the activity does not require special qualifications pertaining to sex, race, creed, or national origin.*
- F. Contest activities are held on non-school time as much as possible (i.e. after school hours, weekends, or vacations).*
- G. The contest does not exploit the individual or the school for commercial purposes, nor does it promote or advertise a product or service.*
- H. Student participation in the contest does not involve excessive cost to the individual student, school, or school system.*
- I. The contest does not require intensive coaching and preparation for a few students at the expense of many.*
- J. The contest does not place excessive time demands on teachers or administrators, nor does it require them to act as sole or final judges of their own students in a non-school sponsored activity or contest.*
- K. The sponsoring organization must be engaged in an acceptable enterprise and the contest it sponsors must be under good management, show evidence of good planning, and must fall within their legitimate concern.*
- L. Contests are not duplications of other contests already in operation.*
- M. Awards are appropriate both in number and kind. (Scholarships are regarded as being the most desirable type of award.)*

Soliciting Funds from Students

*Organizations, commercial enterprises, and individuals shall not be permitted to advertise events through the school, use students to sell tickets, or solicit funds unless those activities are school sponsored and/or approved by the building principal.*

*In all cases the solicitation of funds from students will take place outside the classroom and students must be made aware that their participation is clearly voluntary.*

*All information, advertising, tickets, and other materials must carry the name of the sponsor. The use of the title "Board of Education" shall not be used on any materials, notices, or advertising without the specific consent of the Board.*

*The name of the building principal or school shall not be used for endorsements on any materials, notices, or advertising without the specific consent of the building principal.*

*Any requests for the use of school facilities for advertisements of special community events shall be submitted to the building principal for approval.*

*District staff shall not release the name, address, or telephone number of any student to an outside organization or individual without the approval of the Superintendent or his/her designee.*

*For more detailed information refer to state and federal statutes.*

*Adopted 11/18/2002*

*Revised 08/30/2007*

## ADVERTISING AND COMMERCIAL ACTIVITIES

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

“Advertising” comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public’s attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos, or tags for product or service identification purposes are not considered advertising.

The Board may permit paid commercial advertising in District facilities or on District property in the following categories or forums in accordance with the parameters set forth herein.

### A. Product Sales

1. Product sales benefiting a District, school, or student activity (e.g. sale of beverages or food within schools)
2. Exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies)
3. Fundraising activities (e.g. short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club, or activity where the school receives a share of the profits

### B. Direct Advertising / Appropriation of Space

1. Signage and billboards in schools and school facilities
2. Corporate logos or brand names on school equipment (e.g. marquees, message boards or scoreboards)
3. Ads, corporate logos, or brand names on book covers, student assignment books, or posters
4. Ads in school publications (newspapers and yearbooks and event programs)
5. Media-based electronic advertising (e.g. Channel one or internet or web-based sponsorship)
6. Free samples (food or personal hygiene products)

### C. Indirect Advertising

1. Corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts

The Board approves the use of instructional materials developed by commercial organizations such as films and videos, only if the education value of the materials outweighs their commercial nature. The films or material shall be carefully evaluated by the building principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

### D. Market Research

1. Surveys or polls related to commercial activities



2. Internet surveys or polls asking for information related to commercial activities
3. Tracking students' internet behavior and responses to questions calling for personal identification at one or more websites.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public, or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the general advertising guidelines set forth below.

#### General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic, or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement may contain libelous material.
- F. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- G. No advertisement shall be false, misleading, or deceptive.
- H. Each advertisement must be reviewed in advance for age appropriateness.
- I. Advertisements may be rejected by the District if determined to be inconsistent with the educational objectives of the District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- J. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- K. Students shall not be required to advertise a product, service, company or industry.
- L. The Superintendent is responsible for screening all advertising.
- M. The Superintendent may require that samples of advertising be made available for inspection.
- N. The inclusion of advertisements in District publications, in District facilities, or on District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- O. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

#### Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement
- B. Authority of District administration to view and approve all materials prior to actual placement;
- C. Specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of a lawsuit against advertiser that requires removal of advertisement prior to expiration of contract
- D. Warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties.

The Superintendent shall negotiate all such agreements with the advertiser.

Accounting

Advertising revenues must be properly reported and accounted for.

*Adopted 04/21/2008*

### **HIGH SCHOOL DIPLOMAS TO VETERANS**

The Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces. Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5) Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board may also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A through C above are also met.

If the veteran is deceased and satisfied criteria B through D above, the Board may award a diploma posthumously and present that diploma to a surviving relative of the veteran.

The application for a veteran's diploma is available at the Office of the Superintendent.

45.001(5) Wis. Stats  
120.13(37) Wis. Stats

*Adopted 11/18/2002*