

School District of Rhinelander - Board of Education

**Policy Manual**

**PROPERTY (7000)**

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### **FACILITIES / FACILITIES PLANNING**

The Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will prepare a capital construction plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

- A. Annually report to the Board on the number of resident students attending school.
- B. Report to the Board on the enrollment by grades during the school year annually.
- C. Conduct a "kindergarten census" each spring of the number of students who will be enrolled in the schools of the District in September of the year in which the estimate is made and report the results to the Board.
- D. Prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

The District shall not discriminate in admission procedures based solely on the sex, race, national origin, ancestry, creed, pregnancy, or marital or parental status, sexual orientation or physical, mental, emotional, or learning disability of the student.

*Adopted 11/18/2002*

## WEAPONS

The Board prohibits professional staff members, support staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The Board prohibits professional staff members, support staff members, students, and visitors from knowingly possessing a firearm at a place the individual knows, or has reasonable cause to believe, is a school zone, or is within 1,000 feet of the grounds of a school.

Professional staff members, support staff members, and visitors, including those who are licensed under Wis. Stats. 175.60 are prohibited from carrying and storing weapons in their personal motor vehicles while the vehicle is parked in or on school grounds.

A volunteer who is a concealed carry permit licensee may transport students for school-sponsored events or school-related purposes in his or her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

### Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a District-owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.602 (2)(b)1r from possessing a concealed weapon anywhere in or on school grounds, including parking areas.

### Definition of "Weapon"

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Staff members who violate this policy shall be subject to disciplinary action, up to and including termination, consistent with the provisions of any applicable agreement and other Board policy. Staff members who violate this policy will also be referred to law enforcement authorities. Students who violate this policy shall be subject to discipline, up to and including expulsion. Students who violate this policy shall also be referred to the criminal justice or juvenile delinquency system.

Exceptions to this policy include:

- A. Weapons under the control of law enforcement personnel while on duty or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel.
- B. Contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services)
- C. Items approved by a building principal, the Superintendent, or the Board as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- D. Theatrical props used in appropriate settings;
- E. Starter pistols used in appropriate sporting events;
- F. A lock-back knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

G. An individual who is licensed to carry pursuant to Wis. Stats. 175.60. *(As of November 1, 2014, a person with a concealed carry license may now carry a concealed weapon within that 1,000 foot limit – but not on school grounds. This means that a licensee may carry a concealed weapon on private and public lands that are within 1,000 feet of the school, so long as that individual is licensed under the concealed carry law.)*

The Superintendent may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

120.13(1) Wis. Stats  
175.60 Wis. Stats.  
943.13 Wis. Stats.  
948.605 18 U.S.C.  
921(a)(3) 18 U.S. C.  
922(g) 20 U.S.C. 7151

*Adopted 11/18/2002*  
*Revised 12/19/2011*  
*Revised 01/20/2014*

### GIFTS, GRANTS, AND BEQUESTS

The Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests that are accepted will be acknowledged by the Board at a Board meeting.

The Board shall provide written acknowledgement to the donor of any cash donation and any non-cash donation. Such acknowledgment shall include the amount of cash or a description of any non-cash donation, along with a good faith estimate of the value of such non-cash donation.

The Board shall provide ~~the~~ any donor appropriate tax forms in compliance with the requirements of the Internal Revenue Service (IRS).

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

*118.13 Wis. Stats.*

*118.27 Wis. Stats.*

*170(f)(8)*

*170(f)(12) Title VI, Civil Rights Act of 1964*

*Title IX, Education Amendments of 1972*

*Section 504, Rehabilitation Act of 1973*

*Americans with Disabilities Act*

*Adopted 11/18/2002*

*Revised 03/16/2015*

*Administrative Guidelines*

**GIFTS, GRANTS, AND BEQUESTS**

Funds Management

*Community organizations and clubs (support groups) actively support the District activities and generously provide gifts and/or monetary donations. In order to manage the funds donated to the District by these groups and to avoid any conflict pertaining to gifts/donations, the following procedures/rules will be followed:*

- A. *All gifts/donations to the District must be officially accepted by the Board, pursuant to District Policy 7230, Gifts, Grants, and Requests.*
- B. *District coaches/advisors are not to hold positions of official office in any support group from which the activity they are coaching/advising may receive donated funds.*
- C. *Staff is prohibited from participating in support group activities during their scheduled workday, unless otherwise approved by the building administrator.*
- D. *District employees are to act as "ambassadors" for the District.*
- E. *It is prohibited for coaches/advisors to open accounts for the deposit of proceeds received by donations, fundraising events, and/or disbursement of funds.*
- F. *All proceeds received from donations or fundraising events for activities programs are to be deposited into and channeled through the building's activities account.*
- G. *Coaches/advisors must follow School District of Rhinelander Policy 6320, Purchasing, to purchase necessary supplies, equipment, and other services for use in activities programs.*

*Adopted 11/18/2002*

### **SITE ACQUISITION**

It is the policy of the Board that real property acquisition price is based on a true value with regard for fair remuneration to the seller but not an enhancement of the value of the site to the seller.

The Superintendent shall be responsible for site acquisition negotiations.

Discussion of possible school sites may be carried on in a closed session of the Board to the extent permitted by law, but all official actions must be taken in an open, public meeting. Approval by the electorate at an annual or special meeting shall be obtained to the extent required by law. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

120.10(5m) Wis. Stats.

120.13(20) Wis. Stats.

*Adopted 11/18/2002*

### **COMMEMORATION OF SCHOOL FACILITIES**

From time-to-time, the Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state or nation.

*Adopted 11/18/2002*



### **NAMING SCHOOL DISTRICT FACILITIES**

Naming of District facilities is the responsibility of the Board of Education and shall be by majority vote of the entire Board. A District facility may be named when it has a specific purpose. A facilities naming committee may be appointed by the Board President. A nomination, in writing, which shall contain the rationale for such nomination, may be solicited from the public. Once a facility has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board

Criteria that may be considered when naming school facilities are as follows:

- A facility may be named after a geographic location and/or a section of the District it serves.
- If a facility is to be named after a person, that person must; have made an outstanding contribution to education, humanity or community, have displayed outstanding leadership, or be a person of historical significance.
- Facilities may also be named after major contributors to the District without whom new facilities would not have been possible.

Parts of facilities may be named after individuals using the same criteria or recognition of individuals and may be marked on an appropriate plaque commemorating that individuals' contribution. Special naming programs may be instituted as deemed appropriate by the Board of Education.

*Adopted 03/16/2009*

*Administrative Guidelines*

***NAMING OF SCHOOL DISTRICT FACILITIES***

*The Board assumes the responsibility for naming facilities in the District. The following procedures will be utilized when naming facilities:*

- A. Recommendations for naming facilities shall be submitted to the Board in writing.*
- B. Naming requests will be reviewed first by the Committee on Operations or the Committee of the Whole for the purpose of determining the appropriate decision-making process and final recommendation to the full board.*
- C. In naming all or part of elementary, secondary, and administrative school buildings to honor people, criteria shall include, but not be limited the following:*
  - 1. Individuals having exemplary moral character.*
  - 2. Individuals supported by the public.*
  - 3. Individuals who have made outstanding contributions to the enhancement of education generally, or to the community, state, or nation.*
  - 4. Individuals who are recognized by the community as a whole.*
  - 5. Individuals who have achieved exemplary military status, was an early pioneer of Rhinelander, Oneida County, or the State of Wisconsin, or was an outstanding President of the United States of America.*
- D. Other facilities (non-school buildings) such as athletic complexes, maintenance facilities, etc. are eligible to be named according to the following guidelines:*
  - 1. The name should be easily identifiable with the facility.*
  - 2. In selecting a name to honor a person, the Board will give higher preference to persons who have made a significant contribution to education within the District.*
- E. The name recommended will not be in conflict with the names of other facilities in the District or surrounding school districts.*
- F. If a facility is named after a living person, the board shall obtain written consent from that person. If a facility is named after a person no longer living, the board shall obtain consent, whenever possible, from an immediate family member (spouse, parent, etc.).*

*The Board, by a majority vote, shall make the final selection. All names submitted may be rejected if, in the opinion of the Board, the use of the name would not reflect the ideals and philosophy of the District.*

*It is not the intent of these guidelines to encourage the naming of rooms within existing facilities or schools, or sub-parcels of land. However, when a former student, staff member, or community member has achieved national, state, or local prominence, or has made a significant donation(s) to the District, the Board may name a room or sub-parcel of land in recognition of that individual. The same procedures as stated above will apply to the naming of rooms within existing facilities or schools, or sub-parcels of land.*

**DISPOSITION OF REAL PROPERTY**

The Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the District.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

120.10 (12) Wis. Stats.

*Adopted 11/18/2002*

### DISPOSITION OF SURPLUS PROPERTY

The Board requires the Superintendent to review the 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.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. Concepts or content that do not support the current goals of the curriculum
2. Information that may not be current
3. Worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. Repair parts for the equipment no longer readily available
2. Repair records indicate the equipment has no usable life remaining
3. Obsolete and no longer contributing to the educational program
4. Some potential for sale at a school auction
5. *Creates a safety or environmental hazard*

C. Disposal of Textbooks

The School Board recognizes the need to provide appropriate textbooks to carry out the educational program. The teachers involved in the use of a particular textbook will play a primary role in the monitoring of the appropriateness of these materials. The building staff, in consultation with the Superintendent, shall identify and dispose of inappropriate textbooks.

D. Disposition

The Superintendent or his/her designee is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with federal funds shall be disposed of in accordance with federal guidelines.

120.10 (12) Wis. Stats.

*Adopted 11/18/2002*

*Administrative Guidelines*

***DISPOSITION OF SURPLUS PROPERTY***

*Disposal of Textbooks All textbooks will be reviewed annually (fall) by the appropriate teacher(s) and building principal. Inappropriate textbooks are those*

- A. which do not support the District's curriculum;*
- B. which are in poor physical condition and cannot be repaired;*
- C. which are no longer in print and cannot be obtained by other means;*
- D. which are no longer current;*
- E. which are unsuitable for the age/learner group; and*
- F. which are inconsistent with the learning style and needs of students.*

*Textbooks which are no longer useful in one school but could be used in another school will be transferred.*

*Textbooks which are determined by building principals and teachers in consultation with the Superintendent or his/her designee to have no use in the District will be marked "Discard" or "Sample/Not Needed".*

*Textbooks identified in this manner which no longer support the curriculum will then be removed from the District Textbook List following the Superintendent's recommendation to the School Board.*

*The building principal or designee may give inappropriate text(s) to students who would benefit from having text materials.*

*Textbooks which are neither used in other buildings nor given to students will be disposed of in the most efficient manner by the building principal.*

*Requests from non-profit organizations for any of these materials will be considered by the building principals in consultation with the Superintendent or his/her designee.*

*Disposal of Other Instructional Materials or Property*

*The following guidelines will be followed for the disposal of other instructional materials or property:*

- Will be disposed of on a case-by-case determination by the Superintendent or his/her designee.*
- Will be disposed of in a safe and appropriate manner by the Superintendent or his/her designee.*
- As determined by the Superintendent or his/her designee, some property will be disposed of by a means other than by receiving bids or holding an annual auction.*
- The Superintendent or his/her designee will dispose of property on a periodic basis to avoid excess collection of property that could be disposed of on more than an annual basis.*

*Adopted 11/18/2002*

### **SALE OF SCHOOL FOREST PRODUCTS**

The sale of school forest products (timber, gravel, etc.) shall be based upon good forest management practices, as contained within the Forest Management Plan for each school forest parcel, and follow appropriate bidding procedures.

Proceeds received from the sale of school forest products, less deed restriction directives (if any), shall be placed into the "General Fund" for the School District of Rhinelander and designated to support the instructional program(s) in our school forests, including the Cedric A. Vig Outdoor Classroom (CAVOC) and excluding the Ropes Course. The remaining proceeds at each fiscal year end shall be placed in the "Designated Fund Balance" account and identified as such.

*Adopted 03/17/2003*

*Revised 01/19/2004*

### **USE AND MANAGEMENT OF SCHOOL FOREST PROPERTIES**

School forest properties in the School District of Rhineland are defined as those properties, excluding all school building sites and adjacent woodlands, and excluding two small parcels identified as "A parcel of land twelve rods square situated in Lot 2 of Section 28 Township 38 north of Range 8 East" and one acre in the NW corner of NW of NW of Section 30, Town 38 North, Range 8 East, that have been donated, traded, or given to the District due to delinquent taxes and that are used by the District for educational, recreational, or forest management purposes.

Recognizing the value of school forest properties for educational, recreational, and forest management purposes, the *Board* will keep and maintain these properties for said purposes and will not sell them.

All school forest properties will have a Forest Management Plan developed by a *Department of Natural Resources* forester which will be reviewed and approved by the *District's* School Forest Advisory Committee (SFAC).

All recommended educational, recreational uses of school forest properties will be reviewed and approved by the SFAC.

The conduct of timber harvests, as per forest management plans, will follow prescribed forest management practices. All recommendations for approval of bids for timber harvests will be brought to the Board for approval. Where possible, harvesting operations will be planned to maximize their educational value for students. Also, where possible, some harvested school forest products will be set aside for use by students of the *District* who may not otherwise be able to afford the purchase of materials for school projects.

*Adopted 03/17/2003*

*Administrative Guidelines*

**USE AND MANAGEMENT OF SCHOOL FOREST PROPERTIES**

School forest properties are those properties that have been donated, traded, or given to the District and are used by the District for educational, recreational, or forest management purposes. These properties will be maintained for the purposes as stated in Policy 7230, Use and Management of School Forest Properties. These properties can also be used for recreational and hunting purposes by the public. However, the District restricts recreational and hunting use pursuant to the following:

Elevated Platforms and Portable Tree Stands

- A. The construction or use of any permanently elevated platform, commonly referred to as a permanent tree stand, on School District of Rhinelander School Forest (SDRSF) land is prohibited.
- B. Screws, nails, lag screws, screw steps, spikes, or other similar devices are damaging to trees, therefore they are prohibited for use in trees on SDRSF land.
- C. Portable tree stands may be used on SDRSF land providing that they do not damage trees, and they have the owner's name, address, and telephone number clearly printed on or attached to the stand. Portable tree stands can be placed on SDRSF land not more than 1 week prior to the opening day of Wisconsin's first big game hunting season, and must be completely removed no later than 1 week after the closing date of Wisconsin's last deer season the following year.
- D. Elevated platforms and portable tree stands found in violation of above (a), (b) or (c) will be removed by District employees or designee, destroyed, or sold by the District. Any person found in violation of any portion of above policy is subject to trespass and littering citations and removal fees.

Ground Blinds

*Definition:* A ground blind means a structure, enclosure, or any material, natural or manufactured, placed on the ground to assist in concealing or disguising the user or occupant for the purpose of taking game. The following types of ground blinds are legal on District school forest land:

- Type A *Dead Natural Material Ground Blind:* These blinds must be completely made of materials natural to the area such as dead leaves, branches, bark, or naturally fallen trees. Screws, nails, lag screws, screw steps, metal spikes, wire, nylon rope, or other non-biodegradable materials may not be used to fasten materials together or to trees.
- Type B *Portable Manufactured or Constructed Ground Blind:* These blinds must be clearly portable and be completely removed from the SDRSF at the end of each day's hunt. Fasteners, if used to attach or anchor the blind, cannot damage any living trees or penetrate the cambium of a living tree and must be completely removed with the blind at the end of each day's hunt. Owner identification is not required on this type of blind.
- Type C *Seasonal Manufactured or Constructed Ground Blind:* These blinds include all other blinds not meeting the requirements of either Type A or Type B (as described above), including portable manufactured or constructed ground blinds if not removed daily. Type C blinds can be placed on District school forest land one (1) week prior to the opening day of Wisconsin's first big game hunting season, and must be completely removed no later than one (1) week after the closing date of Wisconsin's last deer season the following year. The name, address, and telephone number of the blind owner must be clearly printed on or attached to the blind. Fasteners, if used to anchor or attach the blind, cannot damage any living trees or penetrate the cambium of a living tree and must be removed with the blind.

Portable and or seasonal manufactured or constructed ground blinds found in violation of Type A, B, or C, as described above will be removed by District employees or designees, destroyed, or sold by the District.

A person found in violation of any portion of above policy is subject to trespass and littering citations and removal fees.

The District shall secure information and seek the cooperation of state, county, and town officers in securing information required for legal action.

All Terrain Vehicles



*Definitions: An all terrain vehicle (ATV), as defined in §340.01(2g) Wis. Stats., is a commercially designed and manufactured motor-driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on three (3) or more low-pressure tires or non-pneumatic tires.*

*Approved ATV Trails*

*All ATV trails that receive state funding under §23.33 Wis. Stats., and are sponsored by the Oneida County Forestry Department or trails in which Oneida County holds the land use agreement, or trails on land owned by Oneida County. The trails are designed on the official county ATV map, a copy of which is kept on file in the Oneida County Forestry Office, Oneida County Courthouse, Rhinelander, Wisconsin.*

*ATV Route*

*A highway or sidewalk designed for use by ATV operators by the governmental agency having jurisdiction as authorized by §23.33 Wis. Stats.*

*ATV Trail*

*A marked trailway on public property or on private lands subject to public easement or lease, designated for use by operators of all terrain vehicles by the Oneida County Forestry Department, but excluding roadways or highways, except those roadways which are not seasonally maintained for motor vehicle traffic.*

*Restricted Use of ATVs*

- A. No person shall drive any all terrain vehicle on any District forest property trails without the written approval from the SDRSF committee and written authorization of the School District of Rhinelander Board of Education, except for trail maintenance, land management and safety inspection activities.*
- B. No person shall drive an all terrain vehicle at speeds in excess of 10 mph on any portion of an approved SDRSF trail.*
- C. No person shall operate an all terrain vehicle on any trail designated opened for public snowmobile use by the Oneida County Forestry Department.*
- D. No person shall operate an all terrain vehicle at a rate of speed that is unreasonable or improper under the circumstances, in any careless way so as to endanger the person or property of another.*
- E. No person shall operate an all terrain vehicle which has been mechanically or otherwise altered from the manufacturers' specifications so as to generate additional speed, traction, or noise.*

*Enforcement and Penalties*

*The District shall secure information and seek the cooperation of state, county, and town officers in securing information required for legal action.*

*Adopted 05/30/2007*

## MAINTENANCE

The Board recognizes that the fixed assets of the District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include *the following*:

- A. A regular summer program of facilities repair and conditioning
- B. The maintenance of a critical spare parts inventory
- C. An equipment replacement program
- D. A long-range program of building modernization
- E. Repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant, and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

Said guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.

*Adopted 11/18/2002*

*Administrative Guidelines*

***MAINTENANCE***

*The District facilities shall be inspected annually by the Supervisor of Plant Operations, or his/her designee for potential or demonstrated hazards to health, safety and welfare. Should hazardous conditions exist, they shall be corrected or necessary arrangements shall be made to provide for safe and healthful facilities.*

*All employees who have reason to believe that District facilities are not being maintained in accordance with this policy should report this information to the Supervisor of Plant Operations. He/she shall then recommend to the Superintendent ways and means to bring the facilities that have been identified as hazards into compliance with the policy.*

*Maintenance procedures and custodial services shall be conducted in such a manner that the health, safety, and welfare of persons using the facilities are protected.*

*Adopted 11/18/2002*

### **HYGIENIC MANAGEMENT**

The Board recognizes that the health and physical well-being of the students of the District depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall request that each facility be inspected for cleanliness and sanitation by the Supervisor of Plant Operations.

The Superintendent shall prepare, in consultation with the Director of Business Services, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean and handle blood or blood-soaked items, vomit, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to *Wisconsin* law.

The cleanliness of each school building shall be the responsibility of the head custodian.

*Adopted 11/18/2002*

### **SAFETY STANDARDS**

The Board believes that the employees and students of the District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. He/She shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the federal Occupational Safety and Health Association (OSHA) standards adopted by the state, and take appropriate action on any violations thereof and report such actions to the Superintendent.

The Superintendent shall ascertain that the employees and students of the District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

For the health and safety of employees using District facilities during non-school hours/days, and for liability purposes, electric, gas, and battery-generated/powered equipment that could cause potential injury/harm cannot be used without the presence of an administrator, a fellow employee, or another adult.

In the event an inspection is made by a representative of the state, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the state report.

101.055 Wis. Stats.

*Adopted 11/18/2002*

*Revised 09/21/2015*

## **POSSESSION AND USE OF TOBACCO AND SMOKING DEVICES ON SCHOOL PREMISES**

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under state law to use lawful products, including tobacco, during non-working hours off District premises.

While school premises, the possession of tobacco and smoking devices that have any substance containing tobacco, including smokeless tobacco in the mouth to derive the effects of tobacco, as well as all tobacco-related items, i.e. cigars, cigarettes, pipe tobacco, chewing tobacco, and snuff, and any other matter or substances that contain tobacco, including papers used to roll cigarettes, electronic, "vapor" or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking device used for burning tobacco, nicotine, or any other substance is prohibited.

While on school premises, the use of tobacco, which means to smoke, chew, or maintain any substance containing tobacco, including smokeless tobacco in the mouth to derive the effects of tobacco, as well as all uses of tobacco including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, and any other matter or substances that contain tobacco, including papers used to roll cigarettes, electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking devices for burning tobacco, nicotine, or any other substance is prohibited.

Accordingly, the Board prohibits the use of tobacco, papers used to roll cigarettes, electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking devices for burning tobacco, nicotine, or any other substance in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children, as well as at all District-sponsored events.

120.12(20) Wis. Stats  
111.321 Wis. Stats.  
20 U.S.C. 6081 et seq.  
U.S.D.O.E. Memorandum, 1995  
20 U.S.C. 7182

*Adopted 11/18/2002*  
*Revised 08/15/2011*  
*Revised 04/21/2014*  
*Revised 07/16/2018*

*Administrative Guidelines*

***USE OF TOBACCO ON SCHOOL PREMISES***

*Tobacco Possession and Use*

*"Tobacco Use Prohibited" signs shall be placed in the entrances of all school-owned buildings and in all school-owned vehicles. These signs will also be placed at the entrance to the football stadium, Cedric A. Vig Outdoor Classroom (CAVOC) area, and other appropriate locations determined by the Superintendent.*

*Possession of Tobacco by Students*

*Faculty members who observe a student to be in possession of tobacco may take possession of the product observed. A student who refuses to surrender a tobacco product should be brought to the school office. The faculty member who has observed the student in possession of tobacco will then notify the parents of the student's possession of tobacco by completing a form letter and sending it to the school office for mailing. Any repeat offense by the student after the parent has been notified by letter will be dealt with according to the suspension policy. Confiscated tobacco products may be discarded.*

*Use of Tobacco by Students* *Use of tobacco in any form in school buildings or on District premises will result in the following consequences:*

- A. First offense: Up to a one-day suspension from school and a parental conference held.*
- B. Second offense: Up to a two-day suspension from school and a parental conference held. In addition, an educational program on the use of tobacco must be completed as scheduled.*
- C. Third offense and subsequent offenses: Third and subsequent offenses will result in a three (3) day suspension from school and a parent conference held.*

*Any student who is turned into a building principal for improper disposal of tobacco will be required to do one hour of cleanup work at a time assigned by the building principal.*

*Use of Tobacco by Adults or Non-Student Juveniles*

*Adults or non-student juveniles who are found in violation of this policy will be subject to action by the supervisor in charge.*

*Adopted 11/18/2002*

## FACILITY SECURITY

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings, is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings, and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with state and federal Laws. Such a program includes authorization to install video surveillance equipment and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and District property and to require prosecution of those who bring harm to such persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings or District property.

The Superintendent shall report to the Board any significant incident of involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

### Public Access to School Facilities

The Board expects that during regular school hours, only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will, for appropriate and legitimate reasons, require entry into a school facility. In such cases the following guidelines will be followed:

- A. For those buildings with intercom systems and door buzzers to admit visitors remotely, all exterior doors to the building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. For those buildings without intercom systems or door buzzers, the Building administrator shall designate one entry into the school for use by visitors. This entry shall be the entry closest to the main office. All other exterior doors on the building shall be locked during the instructional day.
- C. All persons, other than students and building staff, shall check in with the main office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- D. Main office staff must contact the classroom teacher to verify that the visitor is expected.
- E. All visitors are expected to sign out prior to departing the building.
- F. Outside of the instructional times, no person other than a staff member may be in any school building except for attendance at a public function (i.e. sporting event, public musical performance or play, etc.), public use of community facilities (Aspirus Community Fitness Center, Heck Family Community Pool, hall-walking), or based on an approved facility use request pursuant to Policy 7510, Use of School Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the police liaison officer, or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.



Pursuant to state law, a visitor's failure to follow the requirements above when entering or remaining in school facilities may subject a visitor to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace and may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building that is not wearing a visitor tag as required shall report to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact the police liaison officer, if applicable, or appropriate law enforcement as appropriate.

#### Parents or Guardians as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school, unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance, and shall check in at the main office in the same fashion as a visitor.

Parents that do not follow these requirements or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently expel a parent may only be made by the Superintendent due to repeated failure to follow rules, causing a disruption to the educational environment, or for overt threats of harm or actual physical contact with any staff member or student. Expulsion appeals may be brought to the Board for review.

#### Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation, and if any staff member sees the individual on school premises, that staff member shall immediately contact the main office. The main office may then contact law enforcement

#### Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin law is required to notify the Superintendent or his/her designee of the specific date, time, and place of the person's visit to any school facility and must notify the building administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of his/her status as a registered sex offender and that he/she has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register, or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

120.13(35) Wis. Stats.

301.475 Wis. Stats.

*Adopted 11/18/2002*

*Revised 01/20/2014*

*Revised 03/17/2014*

### **PROPERTY INVENTORY**

As stewards of the District's property, the members of the Board recognize that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$500 to replace and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Director of Business Services to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, misplacement, or depreciation; any major loss shall be reported to the Board.

The Director of Business Services shall maintain a system of property records, which shall show, as appropriate to the item recorded, the description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and evaluation in conformity with insurance requirements.

*Adopted 11/18/2002*

*Revised 12/15/2003*

*Administrative Guidelines*

**PROPERTY INVENTORY**

*The District will use a \$5,000 threshold to record fixed assets for depreciation and reporting purposes. The fixed asset inventory will be maintained in the Business Office.*

*Each building will maintain an inventory of all other assets and groups or units in that building and/or area for insurance purposes. This inventory does not need to include depreciation information and will be updated annually. Individual items with "unit specific" information such as model and serial number should be identified. Lower cost units and/or those not individually identifiable may be recorded as groups or units as long as they can be identified by a group or unit description as follows:*

*A. Example 1: 15 Student Chairs*

*B. Example 2: 10 Workstations (description of what is included in a workstation)*

*A video of the building and its contents may be produced and kept off site as additional documentation in event of a disaster. These videos should be updated periodically to include new items. Those items tracked separately (as listed below) do not need to be duplicated on the building inventory. Separate inventories of the following items will be maintained:*

*A. Computers and related Equipment will be tracked by the Technology Department.*

*B. Audio Visual Equipment Inventory will be maintained by LMC in each major area:*

- High School*
- Middle School*
- Elementary*

*C. Band Instrument Inventory will be maintained by the Music/Band Department Head in each major area:*

- High School*
- Middle School*
- Elementary*

*D. Inventory for equipment, uniforms, etc. for activities will be maintained and tracked by the Activity Director(s).*

*The following information is to be included on building/department inventory:*

- Item Description*
- Asset tag if assigned*
- Identification (i.e. Model & Serial #, etc.)*
- Manufacturer*
- Year of Purchase*
- Initial Cost (if known)*
- Location*
- Condition*

*In order to maintain a copy of each inventory "off-site," a copy of the Building and Department Inventories should be labeled appropriately and sent electronically, (i.e. CD or emailed -preferably as an Excel spreadsheet) to the Business Office by June 30 of each year as a backup file.*

*Adopted 11/18/2002*

## ENERGY MANAGEMENT

**Introduction** The objectives of this policy are to improve energy consumption efficiency, reduce cost, decrease capital investment, reduce environmental emissions and conserve natural resources.

**Policy Administration** This policy will be administered by the Supervisor of Buildings and Grounds.

**Policy Statement** The School District of Rhineland ensures the effective use of energy to produce and deliver a proper educational environment for the students and staff by implementing the strategies listed below:

### Strategies

- Improve energy efficiency continuously by establishing and implementing effective energy management programs that support an educational environment and provide a safe and comfortable work environment.
- Emphasize energy efficiency as a factor in the development and process of facility design.
- Secure adequate and reliable energy supplies at the most advantageous rates and implement contingency plans to protect sites from energy supply interruptions.
- Encourage continuous energy conservation by employees in their work and personal activities.
- Support further development of internal and external energy-efficient technologies.
- Cooperate with governmental agencies and utility companies on energy problems.
- Support national energy efficient policies.

*Adopted 01/19/2004*

### USE OF SCHOOL FACILITIES

The Board shall encourage the widest possible use of school property for the activities of school, civic and religious organizations, within legal limitations.

The District shall not discriminate in admission procedures based solely on the sex, race, national origin, ancestry, creed, pregnancy, or marital or parental status, sexual orientation or physical, mental, emotional, or learning disability of the student.

Organizations, groups or individuals, using District facilities shall share necessary expenses in accordance with the fee schedule established by the Board.

The Superintendent and designated representatives have the authority to approve the use of school facilities.

The possession and use of intoxicants and harmful drugs on school property is prohibited.

Activities that are discriminatory, in conflict with school activities, that violate the canons of good morals, manners or taste, or that may be injurious to the buildings, grounds, or equipment are prohibited.

In all instances, the public school educational programs shall have priority use of District facilities.

District athletic facilities will be scheduled for use with the following list of priorities being in effect:

- A. First priority shall be given to K-12 athletics for use of athletic facilities after 3:00 p.m. during weekdays, and on weekends and holidays during the season.
- B. Second priority shall be given to K-12 intramural programs.
- C. Third priority shall be given to other school-sponsored organizations, groups, or individuals
- D. Fourth priority shall be given to Nicolet College programs.
- E. Fifth priority shall be given to other non-school organizations, groups, or individuals.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, state or federal authorities. The Superintendent should meet with the appropriate local governing body to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines
- Use of school equipment in conjunction with the use of school facilities must be required specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- Users shall be financially liable for damage to the facilities and for proper chaperonage.

*Adopted 11/18/2002*  
*Revised 04/21/2003*  
*Revised 05/20/2013*  
*Revised 01/16/2017*

Administrative Guidelines

**USE OF SCHOOL FACILITIES**

Agreement for Usage

- A. Requests to use facilities shall be made no more than ten (10) days in advance of the scheduled date.
- B. All required facility use request forms shall be signed by a responsible representative of the organization scheduling the program and must be approved by the building principal and the Director of Business Services. Temporary bookings are considered final when the agreement has been signed by all responsible parties.
- C. Payment of fees must be submitted within thirty (30) days after the usage of the facilities
- D. Special liability insurance may be required.
- E. If the event is cancelled, the building principal should be notified at least three (3) days before the day of the event. Refund of fees will be allowed if cancellation is at least one day prior to the event.
- F. The approved use of facilities request forms may not be transferred to another party.
- G. A school-employed custodian will be on duty whenever building facilities are being used. Cost will be \$30 per hour unless otherwise specified. A school employee who has access to a building may be approved in place of a school-employed custodian.
- H. Any damage to school property will be the responsibility of the program sponsor. Repair work or restitution will be billed by the Office of the Director of Business Services.
- I. Individuals and groups using District facilities will follow the threatening weather and safety guidelines/procedures as stated herein.
- J. School facilities will not be available for use on the following holidays: New Year's Day, Good Friday, Easter Monday (unless school is in session) Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, or after 10:30 p. m. without written authorization of the Superintendent or Supervisor of Plant Operations.
- K. The possession and/or use of all tobacco-related products, including electronic, "vapor" or other substitute forms of cigarettes, intoxicants, and/or harmful drugs on school property are prohibited.

Responsibility of Users

- A. Arrangements for use of special equipment, spotlights, balls, nets, etc. must be made ten days in advance of event. Only District-approved persons may operate lighting boards, auditorium sound systems, or the pool scoreboard.
- B. No organization shall begin activities until the on-site supervisor of the requesting group is present.
- C. Only the individual or members of the organization or group requesting the facilities will be allowed to participate. Participation may extend to those invited to the programs being presented by the individual, organization, or group who have requested and been approved to use the facilities.
- D. Organization members must remain in the designated areas at all times.
- E. Parents are responsible for the supervision of their children.
- F. Organization members must leave at the designated time in order to allow for clean-up. Organizations should provide clean-up of their own activity (towels, food spills, sawdust, etc.) except in the case of an emergency.

Responsibilities of On-Site Supervisor of the Requesting Group

- A. The on-site supervisor must be at least 18 years old.

- B. *The on-site supervisor will be the first to enter the building.*
- C. *The on-site supervisor will give the approval form to the building custodian.*
- D. *The on-site supervisor shall immediately report any building or equipment damage to the custodian.*
- E. *The on-site supervisor shall make sure all showers, lights, equipment, etc., which have been used by the group, are shut off.*
- F. *The on-site supervisor shall make sure that all members of the group have left the building.*
- G. *The on-site supervisor shall notify the custodian when the activity has ended and the group has left the building.*
- H. *The on-site supervisor shall notify the building principal of any accident or injuries and complete any requested documentation as soon as possible.*

Use of Pool Facilities

*(See rules below for community open swim use)*

- A. *Users must comply with all pool rules.*
- B. *Groups wanting to use the pool must fill out all required use of facilities request forms.*
- C. *The on-site supervisor must complete a "Pool Operation Checklist" and leave it in the pool office.*
- D. *Only equipment requested in advance may be used.*
- E. *All persons using the swimming pool must take a shower before entering the pool enclosure.*
- F. *Any person having an infectious or communicable disease is prohibited from using a public pool.*
- G. *Persons having open blisters, cuts, etc. are advised not to use the pool.*
- H. *Access to starting blocks is restricted during general use (open swims).*
- I. *Spouting water, spitting, blowing the nose or discharging bodily wastes in the pool is strictly prohibited.*
- J. *Running, boisterous or rough play or excessive noise is forbidden in the pool area, showers, or dressing rooms.*
- K. *Common towels, combs, brushes and drinking cups are prohibited. Private swimsuits and towels should be cleaned and dried after use.*
- L. *No glass containers, food or drink allowed inside the pool enclosure.*
- M. *Dogs and other animals are not allowed in the pool area.*
- N. *All children and non-swimmers must be accompanied by a parent or responsible adult supervisor.*
- O. *A District approved certified lifeguard must be on duty.*
- P. *A maximum number of persons permitted in the pool at one time are 1 lifeguard -40 people; 2 lifeguards 75 people.*
- Q. *If the pool facilities are to be used by co-ed groups, at least one male and one female adult must be present.*

Use of Pool Facilities - Community Open Swim

- A. *Users must comply with all pool rules.*

### Pool Rules

- *All participants must sign in prior to swimming*
- *Respect the lifeguard and other swimmers at all times*
- *Rough play, excessive noise and profanity are not allowed*
- *No running on the pool deck or in the locker rooms*
- *Two lanes will be available for individual lap swim – this cannot be changed without authorization from the Board or its designee*
- *Equipment must be put away when you are done using it*
- *No glass or food allowed in the pool or locker room areas*
- *Persons having open blisters or cuts, or any infectious or communicable diseases are prohibited from using the pool*
- *Use of the starting blocks is not allowed during Open Swim*
- *Jumping into the pool from the deck is allowed --must be feet first*
- *Coaching sessions (other than with parents) are not allowed during Open Swim*
- *District management reserves the right to refuse admittance to or eject from the pool premises any persons failing to comply with the pool rules*

### Age Rules

- *Children ages 10 years and older may swim without a parent (they may be dropped off) if the child is a capable swimmer and follows all pool rules*
- *Anyone under the age of 10 must be accompanied by an adult in the pool at all times*
- *The lifeguard will determine whether or not a 10 and over swimmer is capable and can be in the pool without a parent. Participants may be asked to swim the length of the pool to better determine their skill level. If the lifeguard determines that a swimmer should not be swimming without a parent, that participant will not be allowed to swim and will be asked to contact a parent to pick them up. The lifeguard may make special rules for a particular swimmer (ex: must stay in shallow end).*

- B. *Community open swim is intended for individuals and families who wish to use the pool facilities for recreational purposes. Two lanes will be available for individual lap swim – this cannot be changed without authorization from the Board or its designee.*
- C. *Community open swim time is not intended for use by non-District affiliated team or group practices or other activities.*
- D. *A non-District affiliated team or group under the supervision of a coach (volunteer or paid coach) will not be approved use of the pool facilities during community open swim hours.*
- E. *Any non-District team or group activities performed under the supervision of a coach wishing to use the pool must complete the required facilities use forms and must follow the required approval process. If the request for use of pool facilities is approved, a fee may be charged.*
- F. *Only equipment requested in advance may be used.*
- G. *All persons using the swimming pool must take a shower before entering the pool enclosure.*
- H. *Any person having an infectious or communicable disease is prohibited from using a public pool.*
- I. *Persons having open blisters, cuts, etc. are advised not to use the pool.*
- J. *Access to starting blocks is restricted during open swim time.*
- K. *Spouting water, spitting, blowing the nose or discharging bodily wastes in the pool is strictly prohibited.*



- L. *Running, boisterous or rough play, or excessive noise is forbidden in the pool area, showers, or dressing rooms.*
- M. *Common towels, combs, brushes and drinking cups are prohibited. Private swimsuits and towels should be cleaned and dried after use.*
- N. *No glass containers, food, or drink are allowed inside the pool enclosure.*
- O. *Dogs and other animals are not allowed in the pool area.*
- P. *All children and non-swimmers must be accompanied by a parent or responsible adult supervisor.*
- Q. *A District-approved certified lifeguard must be on duty.*
- R. *A maximum number of persons permitted in the pool at one time are 40 people with 1 lifeguard or 75 people with 2 lifeguards.*

*Use of School Kitchens and Kitchen Facilities*

- A. *School dishes, machines, or other equipment (except coffee pots) may not be used unless a member of the food service staff is employed.*
- B. *Meal functions will be arranged with the Food Service Director.*
- C. *Cafeterias may be used for non-food activities without a member of the food service staff being employed.*

*(NOTE: Students are not permitted in school kitchens.)*

*Use of Cedric A. Vig Outdoor Classroom (CAVOC) and Other School Forest Properties*

- A. *Classes or groups desiring to use CAVOC or other school forest property must schedule use through the District's Curriculum and Instruction Office.*

*(NOTE: Teachers desiring to use CAVOC for their class need to confirm a date via email or telephonically prior to completing the "Field Trip Request Form".)*

- B. *An adult must accompany all youth groups using CAVOC or school forest property. The adult chaperone must remain with the group while it is on school property.*
- C. *Motorized vehicles, horses, or cutting or removing wood are not permitted on any school forest land except where expressed, written permission has been granted by the Superintendent. In addition, hunting and trapping are not permitted on the CAVOC site.*
- D. *Hiking, sightseeing, nature study, bird watching, and skiing are approved activities on school forestland. Any requests to use school forestland for other than educational purposes or the above-listed activities must be reviewed by the School Forest Advisory Committee. Following review, this committee will make a recommendation to the Superintendent for approval/non-approval of the request.*
- E. *No overnights are permitted at the CAVOC site by non-District groups. Rominsky Lodge is not to be used for "lock-ins" or "overnights".*

*Use of District Industrial Arts Facilities*

- A. *Use of the Industrial Arts facilities must be approved by the building principal.*
- B. *Individuals and groups using the facilities are required to follow all safety precautions and requirements.*
- C. *A District employee must supervise the use of equipment.*

*Fee Schedule - Classification of Users*

*Groups requesting the use of the building facilities shall be classified and charged fees as follows:*

- A. *Youth Oriented Groups with Activities Oriented to the School Age Youth of the District*
  - 1. *A class, club, or Board-approved activity of a school = No Facility Use Fee*
  - 2. *Any group sponsored by or under the direction of the District, Nicolet Area Technical College, University of Wisconsin System, Rhinelander Area Children's Arts Program, WXPR, or Department of Public Instruction:*

➤ Large Area (Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)

❖ No charge if no admission is being charged by the group

➤ Small Area (Classroom, Office Area, Conference Room, Kitchen)

❖ No charge if no admission is being charged by the group

❖ \$7.50 per hour if the group charges admission to the activity/event

(NOTE: Areas not listed will be determined to be in a large or small area on an individual basis as requested)

3. Other groups providing activities for youth.

➤ Large Area (Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)

❖ No charge if no admission is being charged by the group

❖ \$12.50 per hour if the group charges admission to the activity/event

➤ Small Area (Classroom, Office Area, Conference Room, Kitchen)

❖ No charge if no admission is being charged by the group

❖ \$7.50 per hour if the group charges admission to the activity/event

(NOTE: Areas not listed will be determined to be in a large or small area on an individual basis as requested)

B. Adult Oriented Groups with Activities Primarily Intended for the Adults of the District and Community

1. A class, club, or Board-approved activity of a school

➤ Large Area (Gymnasium, Auditorium Pool, Cafeteria, Library Media Center, Tiered Classroom at Rhinelander High School)

❖ \$15.00 per hour

❖ \$30.00 per hour if the group charges admission to the activity/event

➤ Small Area (Classroom, Office Area, Conference Room, Kitchen)

❖ \$15.00 per hour

❖ \$30.00 per hour if the group charges admission to the activity/event

(Areas not listed will be determined to be in a large or small area on an individual basis as requested)

2. Groups that Request and Obtain a Written Reciprocity Agreement or a Written Individually Negotiated Agreement

Rates will be charged as per individual agreement negotiated with the District. This option is intended for those groups within the community that desire to use District facilities on a continuing basis and that may have something to offer the District in return.

3. Approved Reduction or Waiver of Fees Approved by the Board or its Designee

This option is intended for those adult community groups that may desire to use the facilities but qualify under a hardship or non-funded situation and do not have the resources to pay for facility use. Application for waiver or

*reduction of fees must be submitted in writing to the Board of Education or its designee on an individual basis (a request and approval may cover multiple areas or dates if identified in the request)*

*C. Non-Local Groups with Any Activity Sponsored by an Organization that is not Located in the District*

*Fee to be Determined*

*Charges for activities of non-local groups will be considered on an "as requested basis" but will be no less than two times the rate for District community adult rates.*

*Fee Determination*

*Fees will be charged as listed above.*

*All groups will be responsible for any additional charges incurred, i.e. extra custodian, lifeguard, kitchen supervisor, stage or lighting operator.*

- Fees for the lifeguard are \$15.00 per hour.*
- Fees for the stage manager are \$50.00 minimum and \$15.00 for each additional hour.*
- Meal events are charged as arranged by the Director of Food Services.*

*All personnel are paid by the District and may not accept payment from the user.*

*Organizations using District facilities will be invoiced for facility charges and employee costs on actual time/actual additional time used basis. The reservation form shows estimated fees only.*

*D. CAVOC Users*

*Users (excluding District groups) will be charged a fee if Rominsky Lodge or the picnic area around the lodge is to be used. Any use of these or other areas of CAVOC, excluding the ROPES course which requires the Caretaker to conduct a follow-up cleaning or inspection, will be charged a fee as designated below.*

*Fees (for uses not associated with District-related purposes)*

- \$75 per day fee plus a \$50 refundable deposit will be charged for the use of Rominsky Lodge and/or the CAVOC site. Plus, users will be charged any replacement costs if equipment, or the site, is damaged. The \$50 deposit will be refunded if Rominsky Lodge and site are cleaned as per the "Cleaning/Departure Checklist" which must be completed prior to departure. This checklist is located in Rominsky Lodge.*
- A request for waiver of fees may be submitted to the Superintendent of Schools.*

*Threatening Weather and Safety Guidelines/Procedures During Activities/Events*

*To protect the safety of all individuals involved in District-sponsored activities/events, as well as non-District sponsored activities/events being held on District-owned property, individuals are required to follow the guidelines listed below for safety decisions concerning the suspension and resumption of activities/events based on threatening weather and the presence of thunder or lightning.*

A. *Proactive Planning for Activity/Event Personnel*

1. *Assign a specific individual or individuals to monitor local weather conditions before and during activities/events.*
2. *Be aware of threatening weather conditions and communicate to activity/event attendees that threatening weather is anticipated and the activity may have to be suspended. (There are several weather apps can be used to monitor the weather that include doppler radar. This is a good way to ascertain the movement, severity, path, and speed of a storm.)*
3. *Develop an evacuation plan, including identification of appropriate nearby safe evacuation areas.*
4. *Anyone at or near the Mike Webster Stadium will evacuate to the James Williams Middle School*
5. *Anyone using the soccer fields, baseball fields, or tennis courts, or are outside near these areas will evacuate to Rhinelander High School*
6. *Anyone in the Rhinelander High School Heck Family Community Pool area will be evacuated to the nearest hallway or to the Jim Miazga Community Gymnasium. Pool users will be allowed to enter locker rooms to gather clothes/towels as may be necessary.*
7. *Anyone at the CAVOC site will evacuate to inside the building and/or into the lower level of the building as may be necessary.*
8. *Facility showers cannot be used during threatening weather evacuations.*

B. *Criteria for suspension and resumption of activities/events*

*Assigned individuals will be responsible for informing activity/event attendees as to when the activity/event will be suspended and resumed.*

- *When thunder is heard or a cloud-to-ground lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend the activity/event for thirty (30) minutes and take shelter immediately.*
- *Thirty-minute rule: Once the activity/event has been suspended, wait at least thirty (30) minutes after the last thunder is heard or flash of lightning is witnessed before resuming the activity/event.*
- *In the event subsequent thunder or lightning occurs after the first 30-minute suspension has ended, another suspension will be announced and another 30-minute count should begin. This process is to continue until it is safe for the activity/event to resume without danger, or the individual(s) in charge make the decision to terminate the activity/event.*

*For District-sponsored activities, coaches will inform students of the Wisconsin Interscholastic Athletic Association (WIAA) thunder and lightning procedures at start of season.*

*Adopted 01/16/1978*

*Revised 03/05/1985*

*Revised 05/14/2001*

*Revised 04/21/2003*

*Revised 03/22/2004*

*Revised 06/09/2004*

*Revised 11/13/2014*

*Revised 01/09/2015*

*Revised 04/20/2016*

*Revised 07/25/2017*

*Revised 11/29/2017*

*Revised 05/31/2018*

**RHINELANDER HIGH SCHOOL**

**POOL USE CHECKLIST**

Date \_\_\_\_\_

Number of Swimmers \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Organization \_\_\_\_\_

<b><i>Prior to Pool Use</i></b>	<b><i>Closing Procedures</i></b>
<i>Have facilities use and pool use form</i>	<i>Remain in area until all patrons have left pool area</i>
<i>Emergency equipment is readily available and in good condition</i>	<i>Walk around the entire pool, checking bottom, drains, corners, gutters</i>
<i>All lights working and turned on</i>	<i>All equipment used by patrons stored properly</i>
<i>Ladders (2) in the pool, accessible, secured and not slippery</i>	<i>All debris off deck, out of gutters, out of drinking fountains</i>
<i>Buoy across 1/2 line (state mandata)</i>	<i>All rescue equipment in place</i>
<i>Locker rooms and pool deck clear and not slippery</i>	<i>Record number of swimmers</i>
<i>Pool free of debris</i>	<i>Repeat check of pool</i>
<i>School-approved lifeguard on duty</i>	<i>Lock and then pull on all doors to assure they are secure</i>
<i>Pool rules posted and explained to swimmers</i>	<i>Check locker rooms for safety concerns, cleanliness, and supplies, and notify custodians of any problems</i>

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All items on this checklist have been completed      Yes \_\_\_\_\_      No \_\_\_\_\_

Explain: \_\_\_\_\_

The organization complied with all applicable rules      Yes \_\_\_\_\_      No \_\_\_\_\_

Explain: \_\_\_\_\_

Signature(s) \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Lifeguard

Signature(s) \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Lifeguard

**RHINELANDER HIGH SCHOOL POOL OPERATION**

**COMPLAINT STRUCTURE**

Prior to contacting the Superintendent, the sequence listed below will be followed for complaints regarding pool operation.

For Issues Regarding Emergency Assistance, Pool Rules, and Enforcement

For curricular use of pool during school hours, the chain of complaints is as follows:

- Teacher
- Physical Education Department Chair
- Building Principal

For extra-curricular use of pool (i.e. swim practice, meets, etc.) the chain for complaints is as follows:

- Coach
- Activities Director
- Building Principal

For Issues Regarding Pool Operations, Maintenance and Closure

For daytime use of the pool, i.e. curriculum/instructional use, the chain for complaints is as follows:

- Teacher
- Supervisor of Plant Operations
- Building Principal

For extra-curricular use of the pool (i.e. swim practice meets, etc.) the chain for complaints is as follows:

- Coach
- Activities Director
- Supervisor of Plant Operations
- Building Principal

For use by non-District groups (i.e. Y.M.C.A., other groups) the chain for complaints is as follows::

- Group Designated Supervisor (must be 18 years of age)
- Activities Director
- Supervisor of Plant Operations
- Building Principal

School District Of Rhinelander

**RHINELANDER HIGH SCHOOL POOL**

**OPERATIONAL RESPONSIBILITIES**

Until such time as the District creates a position defined as "Responsible Supervisor" according to the Wisconsin Department of Health and Social Services, Chapter 172.03, the defined duties of such an individual will be distributed to several individuals as defined below.

- A. The person designed by the operator to provide emergency assistance to patrons is the Physical Education Department Chair. Physical education instructors who utilize the pool for curriculum instruction may share the responsibility. It is also shared while lifeguards are on duty for various group uses of the pool.
- B. The person designated to maintain order and enforce pool use regulations governing safety and sanitation is Physical Education Department Chair. Others having this responsibility from time to time are the physical education instructors and lifeguards when assigned to various groups.
- C. Pool closure is the responsibility of high school Supervisor of Plant Operations. It is his/her responsibility to notify administration of the closure and reasons for same.
- D. The high school Supervisor of Plant Operations has complete responsibility for pool maintenance operation and testing of pool water according to state guidelines. No other individual will be authorized to conduct the water testing since chemical regents and location of testing the water will affect results. Halogen Supply Company, Inc. is the designated pool service company.
- E. All scheduling of pool use is the responsibility of the 9-12 Activities Director. In the event an individual is hired by the District as a pool director, meeting the State's definition of a 'Responsible Supervisor', scheduling of the pool would be included in that position's job description.
- F. If pool ladders need to be removed for swim meet or for practice sessions, they may only be removed and replaced by a custodial staff member, designated by the Supervisor of Plant Operations. These ladders must be anchored according to state requirements for open swim.

School District Of Rhinelander

**RHINELANDER HIGH SCHOOL POOL**

**USE REQUEST/CONTRACT**

Organization \_\_\_\_\_

Contact Person (Agent) \_\_\_\_\_

Date(s) of Pool Use \_\_\_\_\_ Time of Use \_\_\_\_\_

Name of Pool Supervisor (must be 18 or over) \_\_\_\_\_

Number of Swimmers \_\_\_\_\_ Age or Grade of Swimmers \_\_\_\_\_

Number of Chaperones \_\_\_\_\_ Number of Chaperones Swimming \_\_\_\_\_

Special Needs/Requests \_\_\_\_\_

**Agreement**

1. Have this agreement and separate facilities use agreement filed and approved by the District.
2. Pay all applicable fees in advance of rental date.
3. Submit copies of lifeguard's current credentials if guard(s) is not provided by the school District.
4. Provide at least one male and one female adult supervisor if pool will be used by mixed groups.
5. Comply with state and facility rules as posted on pool deck and follow all rules provided to the organization with this agreement. Lifeguard(s) will inform swimmers of rules and will assume responsibility for compliance.
6. The lifeguard(s) may direct adult supervisors to observe certain areas of the pool or locker rooms.
7. Groups who rent the pool will be responsible for paying for damages to facility or extra custodial work required due to misuse or abuse.
8. Any damage or maintenance concerns should be reported immediately.

We understand our responsibilities in using the School District of Rhinelander pool, and are prepared to comply with all applicable rules regarding supervision and use of the pool and accompanying facilities. We understand that any non-compliance of the rules or misuse of the facilities may result in suspension of pool privileges.

**Signatures**

Agent for Organization \_\_\_\_\_ Date \_\_\_\_\_

Supervisor(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Lifeguard(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Co-Curricular Activities Director \_\_\_\_\_ Date \_\_\_\_\_



**ELEVATED PLATFORMS, PORTABLE TREE STANDS, AND GROUND BLINDS  
ON SCHOOL DISTRICT OF RHINELANDER PROPERTY**

The construction or use of any permanently elevated platform, commonly referred to as a permanent tree stand, on District school forest property is prohibited. Portable tree stands may be used on school forest property providing that they do not damage trees, and they have the owner's name, address, and telephone number clearly printed on or attached to the stand. Ground blinds are legal on school forest property.

The District shall secure information and seek the cooperation of *state, county, and town* officers in securing information required for legal action.

*Adopted 05/18/2008*

### **LENDING OF DISTRICT-OWNED EQUIPMENT**

Although school equipment is purchased for a specific department or age level or individual, such equipment is not to be viewed as exclusively for that department level or individual. All equipment can be used by others to meet the needs of the school system as determined by the administration and Board.

School-owned equipment may be loaned to staff members when such use is directly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or out-of-school activities, as provided for in Policy 7510, Use of School Facilities. Building principals, directors, and coordinators will establish proper controls to assure the borrower is responsible for the care and timely return of all such equipment.

In the event that equipment is lost, stolen, or damaged, the borrower will be responsible for the cost of repair and/or replacement of the item.

Personal use of school equipment by employees, citizens, or non-school groups is not permitted.

*Adopted 11/18/2002*

*Revised 07/19/2004*

*Revised 04/20/2015*

*Revised 04/16/2018*

*Administrative Guidelines*

***LENDING OF DISTRICT-OWNED EQUIPMENT***

*All media equipment on short or long term loan for use in the building or off school premises shall be checked out following approved District procedures with prior permission. The user will assume responsibility for the condition of the equipment after use.*

*In circumstances where long term check may be necessary, a signed request form (shown below) must accompany each request. The borrower is responsible to check in the equipment with the supervisor and/or media staff upon return.*

*In the instance of damage or malfunction of equipment, in no instance should an individual attempt to repair equipment; the defective item should be returned to the District as is. The District will repair the equipment, and if appropriate, bill the user.*

*When necessary, media and/or technology department staff will instruct the user on correct operation of media equipment borrowed.*

*Adopted 11/18/2002*

*Revised 03/16/2015*

School District of Rhinelander

**EQUIPMENT CHECK-OUT FOR OUT-OF-SCHOOL USE**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/Mobile Phone \_\_\_\_\_

<i>Item(s) Requested</i>	<i>Bar Code</i>	<i>Service Tag #/Serial #</i>

Intended use of equipment

\_\_\_\_\_ Date(s) equipment will  
be taken out of the building \_\_\_\_\_

I understand that I am personally responsible for the cost of repair and/or replacement of the item(s) identified above. In the event that equipment is lost, stolen, or damaged, I am required to reimburse the District either through renter's/homeowner's insurance or personal finances. If reimbursement action has not been proven within two weeks of the anticipated return date, the District will initiate procedures to secure funds through payroll deduction to the extent provided by law. I agree that I will obtain the building principal's signature indicating the item(s) were returned and in good working condition on the return date identified below.

Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_

-----

**Building Principal's Signature:**

Approval \_\_\_\_\_ Date \_\_\_\_\_

Return Verification \_\_\_\_\_ Date \_\_\_\_\_

Comments about equipment when returned

\_\_\_\_\_  
\_\_\_\_\_

## STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices (“PCDs”) has become pervasive in the workplace. For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPads and similar devices), electronic readers (“e-readers”; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is District-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the District pays the employee an allowance for his/her use of the device, the District reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

### Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Employees are responsible for operating District-owned vehicles and potentially hazardous equipment in a safe and prudent manner and, therefore, employees are prohibited from using PCDs while operating any such District-owned vehicles or equipment. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/emails read and /or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the safety for both District employees and other drivers, employees are required to comply with all applicable laws while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

### Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315, Information Management. Staff members are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual’s employment (whether through resignation, non-renewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records and ESI subject to a Litigation Hold that is maintained on the employee’s District-owned PCD. The District’s *technology* department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District’s custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District’s technology department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District’s custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District’s custody and deleted from his/her personally-owned PCD before the District will issue any final compensation that is owed to the employee.

If a PCD is lost, stolen hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach

notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their PCDs and cell phones:

- Social security numbers
- Driver's license numbers
- Credit and debit card information
- Financial account numbers
- Student personally identifiable information
- Information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- Personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

#### Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

#### Personal Use of PCDs While at Work

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the District's policy in this regard.

#### Potential Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, state or federal laws may also result in disciplinary action up to and including termination.

*Adopted 06/17/2013*

*Revised 10/21/2013*

## TECHNOLOGY

Unless otherwise specified, the following policy shall apply equally to all users. Some users may have additional obligations based on the nature of their positions and/or access privileges.

The District is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Prior to using the network, all users will be required to sign and/or accept the Acceptable Use Policy (AUP) and to abide by District policies. Any use of the network that accesses outside resources must comply with District policy. The network and the messages transmitted and documents created on it are the property of the District. The District reserves the right to monitor system use, capacity space and limit user access accordingly.

The administrative guidelines shall set forth procedures for the proper acquisition of technology and shall also provide guidance to staff and students for making safe, appropriate, and ethical use of District technology resources, as well as to inform both staff and students about disciplinary actions that will be taken if technology and/or networks are abused in any way or used in an illegal or unethical manner.

The Superintendent or his/her designee shall develop a written Information and Technology Plan. One of the primary purposes of the plan is to evaluate new and emerging technologies and how they will play a role in student achievement and success and /or efficient and effective District operations. A District Technology Committee will oversee and guide the development of the IT Plan and will include representatives of educational and administrative areas in the District.

This policy, along with student policy 5136, Personal Communication Devices, and staff policy 7530.02, Staff Use of Communication Devices, further govern students and staff use of the personal communication devices. Users may bring personal communication devices (PDCs) into the District to access the District wireless network. Personal devices may include laptop computers, cell phones, portable media players, wireless devices, digital cameras, storage devices, or other electronics. The District is not liable for the loss, damage, or misuse of any personal device while on District property or while attending school-sponsored activities. Any damage done to District technology or property due to use of personal equipment will become the liability of the owner of the technology. Users have no right or expectation of privacy when using District technology resources; including but not limited to, District's computer network and /or Internet connections. (*Legal Reference: Wisconsin State Statutes 120.12, 943.7, 947.0125.*)

Safeguards shall be established so that the Boards' investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior, including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and recognizing what constitutes cyber bullying, understanding cyber bullying is a violation of District/Board policy, and learning appropriate response if they experience cyber bullying.

The District utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors and will be in compliance with the Children's Internet Protection Act (CIPA). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and supervision by staff and approved volunteers in monitoring the use of technology. The District reserves the right to block sites that do not enhance educational activities, are not in compliance with CIPA, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

For purposes of this policy, social media shall be defined as internet-based applications or websites that turn communication into interactive dialogue between users. Social media includes, but is not limited to blogs, chat rooms, message boards and social networking websites. Examples of social media include but are not limited to Facebook, Twitter, Instagram, etc.

The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the building administrator or designee.

In addition to the education of District students, the term “educational purpose” shall also be interpreted to include the use of social media by staff members to increase public awareness of the District’s programs and activities, as well as to promote achievements of staff and students, provided that such use of social media has been approved in advance by the staff member’s immediate supervisor.

Staff members’ social media content shall be treated as an extension of the classroom and should always meet the high standards of professional discretion. Anything that would be inappropriate in the classroom would also be inappropriate in a staff member’s social media content. In addition, staff members should act on the assumption that all content posted to social media applications is in the public domain.

All social media contact between staff members and students shall be confined to the District-approved, educational social media sites. Staff members shall not interact with students through the personal social media sites of the staff member. If a student attempts to initiate contact with a staff member through that staff member’s personal social media content, the staff member shall redirect the student to the District-approved educational social media content. All staff members are advised that any and all content posted to social media applications pursuant to this policy is subject to Wisconsin’s public records law. All staff members shall be required to cooperate with the District in archiving content so as to comply with Wisconsin’s public records law.

It is the responsibility of the District to provide professional development opportunities necessary on the use of available technologies, online safety and the integration of information and technology literacy standards into instruction. The District will offer professional development opportunities at various ability and interest levels to meet the individual needs of staff members and help them achieve a level of competency.

Furthermore, staff members shall provide instruction to their students regarding appropriate technology use, online safety and appropriate online behavior, cyber-bullying, copyright laws and the concept of intellectual property and security as specified above.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and potential disciplinary action taken against them. Users granted access to the Internet through the District’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

*Adopted 11/18/2002*

*Revised 10/13/2003*

*Revised 02/19/2007*

*Revised 06/18/2012*

*Revised 05/20/2013*

*Revised 11/20/2017*



*Administrative Guidelines*

**TECHNOLOGY**

*Staff members are responsible for taking advantage of learning opportunities and reviewing policies related to Education Technology. Particular concerns include, but are not limited to, issues of privacy, copyright infringement, misuse of electronic communication, cyber-bullying and approved use of all networked resources.*

Network

*The content and maintenance of a user's network files, storage area, and electronic communications are the user's responsibility. The following general guidelines should be observed:*

- A. The network is provided for all users to facilitate instruction, perform expected job duties, conduct research, and communicate with others. Access entails responsibility.*
- B. Users access to and use of the network will be directed and monitored, as are regular educational activities.*
- C. Files and communications will be treated confidentially to the greatest possible extent. However, the Superintendent or his/her designee has the right to monitor the content of these to ensure that educational purpose and responsible use are maintained.*
- D. Keep files to a minimum. Users are responsible for making backup copies of important files.*
- E. Use of digital information should be credited appropriately as with the use of any copyrighted materials. In some cases, it may be necessary to obtain originator's permission before using materials*
- F. Any user who violates the established standards and/or the District's Technology Acceptable Use policy, or who accesses the District's technology resources server and network without authorization may be prospectively denied access to the District's technology resources.*

Security/Passwords

- A. Users will respect the rights, property, and confidentiality of others and will not improperly access, misappropriate or misuse the files, data, or information of others.*
- B. Users will keep all accounts and passwords confidential and not accessible to others.*
- C. Passwords will be assigned when completed agreement Acceptable Use Forms (AUF) are received and changed by the user to their personal password.*
- D. Users will change passwords regularly. Using combinations of letters and numbers is recommended.*

Email

- A. Electronic Mail, otherwise known as E-Mail, is stored information. It is classified as "discoverable information" (public) and therefore is not confidential. Nothing included in the email is "off the record". The District has the responsibility to guard records and will implement management systems that ensure, as much as possible, that confidentiality and privacy are maintained.*
- B. Employees, students, and others should use the District's E-Mail primarily for school business and for instructional purposes.*
- C. Language that may be interpreted as offensive and/or discriminatory should not be included in any online communication.*
- D. E-Mail messages should be retained only as long as they serve their purpose and then should be deleted immediately thereafter. Any email that must be kept over an extended period of time should be archived.*
- E. E-Mail attachments will be limited in size and should only be sent if there is an educational or job related purpose.*
- F. School District of Rhinelander staff should check email at least once each workday.*

### Hardware/ Software

- A. *The District will take precautions to prevent virus infected software from damaging the network.*
- B. *The illegal installation or copying of copyrighted software or files for use on District computers is prohibited.*
- C. *Users of copyrighted software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy is the illegal use or possession of copyrighted software and is strictly prohibited.*
- D. *Software owned by individuals in the District may be brought into the District under the following conditions:*
  1. *The software has a documented instructional purpose.*
  2. *User adheres to the licensing agreement for that software.*
  3. *User has registered the software with the software company.*
  4. *User must receive prior approval to utilize personal software from their supervisor.*
  5. *The user has registered the software with the District's Technology Director and received permission to load the software on one workstation only.*
  6. *User will exercise professional judgment in the use of software as it correlates to the approved curriculum.*

### Purchasing Hardware / Software

- A. *Complete Hardware/Software Acquisition Form*
- B. *Submit form to administrator for approval and designation of funding source.*
- C. *Submit to Instructional Technology Coordinator.*

*The Instructional Technology Coordinator will review the hardware and software requirements as they relate to the ongoing Information and Technology and Literacy Plan. Requests will be evaluated for*

- *compatibility with system;*
  - *funding available; and*
  - *applicability to the District's Long Range Information and Technology Literacy Plan and if request supports curricular and /or instructional standards and goal.*
- D. *Technology Department will get quotes and will return approved request form and quotes back to the requester.*
  - E. *Requester (building administrator) submits a purchase order*

### Hardware Inventory

1. *The technology department will maintain an inventory of computers and peripherals.*
2. *Technology equipment should not be moved from room to room without notifying the technology department so that an accurate inventory can be maintained.*

### Professional Development

1. *Users will have an opportunity to participate in up to twenty-four (24) hours of training per year, which will include sub pay or curriculum inservice pay.*
2. *Teachers will have an opportunity to participate in professional development sessions that focus on specific grade levels, curricular content areas, and District strategic goals.*

### Termination of Technology Use Due to Resignation, Retirement, or Termination

*Upon the resignation, retirement, or termination of employment with the District, the employee will no longer have access to his/her email account and/or the District's network. If for any reason an employee is rehired, returns to a District position, or is employed in a long-term substitute capacity, an email account may be created and access to the network may be approved by the Superintendent or his/her designee*

## **EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA**

*Social media has created a complex online environment that has blurred the lines between professional and recreational communication. Since this confusion of roles has the potential to produce contradictory messages and identities, the School District of Rhinelander advocates a dual-identity social networking strategy for staff interested in social media for professional purposes. A dual-identity social networking strategy clearly distinguishes recreational social media use from professional social media use by creating separate accounts for each purpose. Therefore, all District-related social networking use must take place on a separate professional account. Likewise, all non-teaching related social networking use must take place on a separate, recreational social networking account.*

### Recreational Social Media Account

#### Definition

*A recreational social media account is a profile that is used to network for personal purposes such as keeping in touch with friends, creating online photo albums of non-teaching related events, or other personal, social activities. A recreational social media account is not affiliated with the School District of Rhinelander in any way.*

#### Guidelines

- *Teachers are encouraged not to “friend” current students with their social accounts.*
- *Teachers should not create a “fan page” for organizations, clubs, or classes with their personal account.*
- *Teachers should be aware of privacy settings and are encouraged to set them, keeping in mind that as public employees they are held to professional standards.*

### Professional Social Media Account

#### Definition

*A professional social media account is a profile that is created for the sole purpose of accomplishing teaching-related tasks such as communicating school-related information to parents and students. A professional social media account is a direct extension of the School District of Rhinelander, and therefore, the professional profile must adhere to all District guidelines for online publication.*

#### Guidelines

- *Teachers may choose to Friend current students and parents. Teachers who choose to Friend current students must understand that in this online environment, they are still considered a mandated reporter.*
- *All communication between students and parents via the professional social media account must directly related to professional, school-related business; a professional social media account is an online extension of a District employee*
- *Communication between students and parents needs to be in a medium that can be documented.*

#### Documented Communication Tools

- *Wall Posts*
- *Discussion Forums*
- *Inbox Message*
- *Email*
- *Public Tweets*

#### Undocumented Communication Tools

- *Chat/Instant Message*
- *Teachers may create a Fan Page for organizations, clubs, or classes using their professional email address.*
- *All content posted on school-related pages must adhere to policy for online publication. (Policy 5722, Student Publications and Productions)*

**BRING YOUR OWN INTERNET-READY PERSONAL DEVICE GUIDELINES**

*In the District's continuing efforts to expand opportunities for student learning through the use of technology, students will be allowed to bring their own Internet-ready personal device to school for use within specified classrooms and/or for identified projects. This allows for student to access the District's secure network with devices such as personal laptops, iPads, Chromebooks, etc. Students wish to use personalized devices they are familiar with and learning/work tools they will use inside and outside of school. The District is dedicated to the goal of putting tools into the hands of students to help support and enhance education. The District is excited to offer this opportunity to its students and has developed the following guidelines to ensure learning remains the key focus.*

- *Teachers are the decision-makers in terms of when the personal devices are used in their classrooms; personal use unrelated to the assigned learning task is not permitted in classrooms.*
- *Student use of personal devices not related to learning will be restricted to before and after school, during the student's lunch, or other areas with specific permission of school staff when allowed.*
- *Equity with instructional technology is important. Under circumstances of a personally-owned, Internet Ready device being unavailable to bring to school, the applicable students will be provided in Internet-ready device for classroom use when necessary for a lesson/project.*
- *The Internet will be accessed through the District's guest wireless filtered Internet network. The District does not condone the use of other Internet connection methods such as 3G/4G data plans and is not responsible for any accrued data charges.*
- *Students and their families assume responsibility for their device; the District is not responsible for the safety, security, loss, theft, damage or misuse of any personal device.*
- *Students and their families assume responsibility for the technical support and upkeep (including maintaining a charged battery), troubleshooting and fixing of their personal device.*
- *Students and their families assume responsibility for any desired insurance for their personal device.*
- *All information and guidelines for misuse found within the District's Student Acceptable Use Policy for Technology (Policy 7540) and District's Personal Communication Devices (Policy 5536) apply to the use of personal devices.*
- *All relevant state statutes apply to the use of personal devices.*
- *Sharing of personal devices is not permitted.*
- *Consequences for misuse of personal devices can be found within the District's Student Acceptable Use Policy for Technology (Policy 7540), Student Use of Communication Device (Policy 5536), and Student Handbooks. These consequences may include confiscation of the personal device and /or loss of technology privileges.*
- *District personnel may examine the device and search its content as permitted by state statute.*

*SCHOOL DISTRICT OF RHINELANDER  
665 COOLIDGE AVENUE - SUITE B  
RHINELANDER, WISCONSIN 54501*

*Telephone (715) 365-9700  
Fax (715) 365-9713*

***STUDENT ACCEPTABLE USE OF TECHNOLOGY***

*Dear Parent(s) / Guardian(s),*

*The School District of Rhinelanders has made a commitment to provide access to technology for students in an effort to better prepare them for their future. As part of this commitment, it is imperative that students agree to use the technology responsibly. Therefore, it is necessary to collect important information from parents pertaining to their child's use of school district technology.*

*As students are entering grades 4, 6, and 9, the school district is asking parents to ensure that their child(ren) complete and submit a new 'Acceptable Use Form' each year as a means to a student's commitment of responsible use of the computer technology that is being provided by the school district.*

*With a signed Acceptable Use Form on file, the access to technology that a student will have includes the use of computers and the school district network, software applications for classroom/curricular use, and filtered Internet access. Email is available for student use in some classroom settings.*

*In addition, the school district is asking that you read and discuss with your child(ren) the enclosed policy and administrative guidelines relating to school district technology and its use.*

*If you have any questions or concerns relating to this letter or the enclosed documents, please contact me at (715)365-9747. Thank you in advance for your assistance with the school district's requests.*

*Sincerely,*

*Heidi Catlin  
Instructional Technology Coordinator*

*enclosures*

## SCHOOL DISTRICT OF RHINELANDER MISSION STATEMENT

*To create an environment that provides challenging opportunities for each student to succeed in a changing world.*

## SCHOOL DISTRICT OF RHINELANDER TECHNOLOGY VISION STATEMENT

*It shall be the School District of Rhinelanders' vision for the use of technology by students, staff, and community to:*

- *provide access to information to better prepare for lifelong learning;*
- *enhance productivity in all curricular and administrative areas; and*
- *maximize learning by presenting curriculum in diverse and integrated ways.*

## SCHOOL DISTRICT OF RHINELANDER

### STUDENT ACCEPTABLE USE FORM & TECHNOLOGY USAGE RULES

*Technology resources are valuable to School District of Rhinelanders students. The abuse of technology resources can have a major impact on a student's learning. Computer abuse affects everyone who uses the computing facilities. Please be responsible.*

#### Technology Usage Rules

- All students must accept the District's Acceptable Use Policy.*
- District computers must be used conscientiously; they are intended for educational purposes. Misuse or inappropriate use of technology may result in partial or complete loss of access rights to computers and the network.*
- Passwords should never be given to anyone. Do not use another person's password. Do not access or attempt to access anyone else's password or network files.*
- Do not change any of the settings used on the computers. This includes such things as colors, patterns, backgrounds and options. Changing these settings can interfere with the normal operations of the computer and is considered vandalism.*
- Do not load any programs on the computers or attempt to do so. Do not download programs from the Internet unless authorized to do so by your instructor.*
- Keep work areas clean and free of clutter. Put things backs when you are finished with them, including keyboards, mice, and chairs. Do not move any equipment around.*
- Immediately report any problems with technology hardware to your teacher or teaching assistant.*
- Print only the work that is related to your assignments. If you wish to print other materials, be sure to check with your instructor prior to doing so.*
- Treat the computers and the network with respect. Vandalism is prohibited. Vandalism is defined as any malicious attempt to harm, bypass, or destroy hardware, software, peripheral devices and/or data of another user. Any vandalism will result in the loss of user privileges, disciplinary actions, and/or legal referral.*
- Unacceptable use is prohibited. Examples of violations include, but are not limited to:*
  - Attempting to access another user's computer files without permission;*
  - Deliberate, unauthorized attempts to access or use District computers, networks, systems, programs or data;*
  - Unauthorized use of online resources that do not support an educational purpose;*
  - Copying or attempts to copy software and information that has been copyrighted;*
  - Attempts to interfere with the performance of the network and its programs;*
  - Viewing or downloading inappropriate items such as material with references to drugs, alcohol, sex, and/or violence, unless it is directly related to an approved assignment;*

- 7. *Using any means to avoid scrutiny by teachers of work in progress; and*
- 8. *Using technology to bully students or staff through obscene language, harassment, insulting comments or any other malicious act.*
  
- K. *Users should not expect that files stored on District servers and hard drives will always be private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Software may be installed to monitor student computers.*
  
- L. *Users may bring personal devices into the District to access the District's wireless network, but all District rules and guidelines must be followed. Any damage done to District technology or property due to use of personal equipment will become the liability of the owner of the technology.*
  
- M. *Personal access and use of social media (i.e. use of social media that does not have an educational purpose) from the District's network is not allowed.*
  
- N. *All social media contact between students and staff members must be confined to the District approved/educational social media sites. Students should not interact through the personal social media sites of staff members.*

*(See Back for Student Signature)*

School District of Rhinelander

**STUDENT ACCEPTABLE USE FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

I have read and agree to the school district's technology policy and administrative guidelines.

I understand that access to the school district's technology is designed for educational purposes only.

I agree to follow the rules and procedures contained in the policy and administrative guidelines and to appropriately use the school district's network only for educational purposes.

I understand that if I violate the rules or misuse my access to the school district's computer network, my access privilege may be restricted, suspended, or revoked, and I may face other disciplinary and legal actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

School District of Rhinelander

**ELEMENTARY LEVEL TECHNOLOGY USAGE RULES**

- A. All students must accept the District's Acceptable Use Policy.
- B. District computers and the Internet should only be used for school work.
- C. If you find an inappropriate website tell your teacher right away.
- D. Do not access, or attempt to access, anyone files on the computer.
- E. Do not change any of the settings used on the computers. This includes such things as colors, backgrounds and options.
- F. Do not load any programs on the computers. Do not download programs from the Internet unless your teacher asks you to do so.
- G. Keep your computer area clean. Put things backs when you are finished with them, including keyboards, mice and chairs. Do not move any equipment around.
- H. Tell your teacher if a computer is not working.
- I. Ask your teacher before you print. You should only print school projects.
- J. Treat the computers and the network with respect.
- K. Do not give out any personal information about yourself when you are on the Internet. (Name, phone number, address)
- L. Teachers can look at any of my saved work on the computer.
- M. Unacceptable use is prohibited. Examples of violations include, but are not limited to:
  - 1. Opening other people's work.
  - 2. Giving out personal information
  - 3. Visiting inappropriate websites.
  - 4. Copying other peoples work and saying it is yours.
  - 5. Damaging or changing any of the computers or software programs.
  - 6. Using technology to bully others.
- N. If you bring your own device (computer, laptop, iPad, etc.) and access the school's wireless you must follow all computer rules on this device.
- O. Students are not allowed to access any personal social media accounts (Facebook, Twitter, Myspace, etc.) from the District's network during the school day.
- P. Students should not interact with teachers on their teachers' personal social media sites.

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School District of Rhinelander  
**STUDENT ACCEPTABLE USE FORM**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

I have read and agree to the school district's technology policy and administrative guidelines. I understand that access to the school district's technology is designed for educational purposes only. I agree to follow the rules and procedures contained in the policy and administrative guidelines and to appropriately use the school district's network only for educational purposes. I understand that if I violate the rules or misuse my access to the school district's computer network, my access privilege may be restricted, suspended, or revoked, and I may face other disciplinary and legal actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



School District of Rhinelander

**TECHNOLOGY ACCEPTABLE USE FORM FOR EMPLOYEES**

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

School or Department \_\_\_\_\_

I have read the school district's technology use policy and administrative guidelines. I agree to follow the rules contained in the policy and administrative guidelines and to appropriately use the network in performing my employment responsibilities. I understand that if I violate the rules and procedures as listed in the policy and administrative guidelines, I may face disciplinary action in accord with school district policy and personnel agreements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(Return this form to the Instructional Technology Coordinator)

**SCHOOL DISTRICT OF RHINELANDER MISSION STATEMENT**

To create an environment that provides challenging opportunities for each student to succeed in a changing world.

**SCHOOL DISTRICT OF RHINELANDER TECHNOLOGY VISION STATEMENT**

It shall be the School District of Rhinelander's vision for the use of technology by students, staff, and community to:  
\*provide access to information to better prepare for lifelong learning \*enhance productivity in all curricular and administrative areas, and \*maximize learning by presenting curriculum in diverse and integrated ways

**SCHOOL DISTRICT OF RHINELANDER  
ADMINISTRATIVE TECHNOLOGY VISION STATEMENT**

The vision of the School District of Rhinelander Administration shall be to integrate and to enhance the use of internal and external communications and technology, to improve productivity in the management of the organization; and to demonstrate leadership in the use of changing technology to support the District's overall instructional mission.

School District of Rhinelander

**TECHNOLOGY ACCEPTABLE USE FORM FOR EMPLOYEES**

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

School or Department \_\_\_\_\_

I have read the school district's technology use policy and administrative guidelines. I agree to follow the rules contained in the policy and administrative guidelines and to appropriately use the network in performing my employment responsibilities. I understand that if I violate the rules and procedures as listed in the policy and administrative guidelines, I may face disciplinary action in accord with school district policy and personnel agreements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(Return this form to the Instructional Technology Coordinator)

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## TECHNOLOGY PRIVACY

The Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District technology resources are the District's property and are intended to be used for business purposes. The Board retains the right to access and review all information resources, including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board and/or its designees with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

District technology resources are to be used for business and educational purposes.

Personal messages via District-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Since District technology resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District technology and information resources are the property of the District. Staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Director of Technology. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

947.0125 Wis. Stats.  
948.11 Wis. Stats.  
995.55 Wis. Stats.

*Adopted 12/18/2017*

## DISTRICT WEB PAGES

The Board authorizes staff members and students to create web content, services, and apps that will be hosted on the District's approved servers or District affiliated servers and published on the Internet.

The web content, services, and apps must reflect the professional image/brand of the District, its employees, and students. Web content, services, and apps must be consistent with the Boards' mission statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent or designee prior to being published on the Internet and/or utilized with students.

Student-created web content, services, and apps are subject to Policy 5722, Student Publications and Production. The creation of web content, services, and apps must be done under the supervision of a professional staff member. Students who want their classwork to be displayed on the Board's website must also abide by the provisions of Policy 5722, Student Publications and Productions.

The purpose of web content, services, and apps hosted on District-affiliated servers and District-approved social media environments is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services, and apps:

A. Educate

Content provided in the website should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

All information contained on the District's website and on any District-approved social media environment should reflect and support the District's mission statement, educational philosophy, and the strategic plan.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330, Student Records, and the administrative guidelines to this policy.

All links included on the District's website(s) pages or web services and apps must also meet the above criteria and comply with state and federal law (e.g. copyright law, Children's Internet Protection Act Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act [ADA], and the Children's Online Privacy Protection Act [COPPA]). Nothing in this paragraph shall prevent the District from linking the Board's website to (1) recognized news/media outlets (e.g. local newspapers' websites, local television stations' websites) or (2) to websites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may contain age-appropriate advertisements that are consistent with the requirements of Board policy and state and federal law.

Under no circumstances are District-created website content, services, or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is fact that no web pages contained on the District's website may (1) included statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Nothing in this paragraph shall prevent the District from linking on the District's website to recognize news/media outlets (e.g. local newspaper's websites, local television stations' websites).

Unless the web content, services, or apps contains student personally identifiable information, District websites, services, and apps that are created by students and/or staff members which are posted on the Internet should not be password protected or otherwise contain restricted access features whereby only employees, students, or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally

be given full access to the sites created pursuant to this policy. Web content, services, and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School websites, services, and apps must be located on District-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the District's website and the creation of web content, services, and apps by staff and students. The administrative guidelines should also incorporate guidelines pertaining to website accessibility.

The Board retains all proprietary rights to the design of websites and/or pages that are hosted on the District's approved servers, absent written agreement to the contrary.

#### Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom. A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying to the Superintendent or his/her designee that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), Section 504 and the Americans Disability Act (ADA).

The Board further requires the use of a District issued email address in the login process.

*Adopted 11/18/2002*  
*Revised 09/28/2009*  
*Revised 03/15/2010*  
*Revised 03/16/2015*  
*Revised 11/20/2017*

### *Administrative Guidelines*

#### ***DISTRICT WEB PAGES***

*The availability of Internet access in the District provides an educational opportunity for students and staff to contribute to the District's website. It also provides instructional resources for staff and students.*

*In addition, the District communicates information about departments, building, and classrooms through the District and building web pages, as well as social media networks. Social media networks utilized include blog posts, Twitter feeds, Facebook pages, and YouTube channels.*

*Communication with parents is a District priority, as is providing quality resources and real world experiences for students. Individual classrooms and programs are encouraged to have web pages if the teachers/coordinator of the participating groups takes responsibility for the information.*

*The creation of a web page provides a means of communication for the purpose of sharing information about school curriculum and instruction, school-authorized activities, and other information relating to the schools and the District's mission.*

*The District Web Master (as appointed by the Technology Director) will help staff members create web pages linked from the District website. Creators of web pages need to familiarize themselves with and practice the following guidelines and responsibilities, or pages may not be published.*

#### *Content Standards*

*All materials placed on the District's website must be in accordance with District Policy 7540, Technology. Website content is the property of the District rather than of any individual.*

*Building administrators will be informed when teachers in their building create their own web page so that they have an opportunity to review them.*

#### *Goals of Web Page Creation*

- *Each building's web page introduces visitors to the school. It should provide information regarding the school's mission, offerings to children, and other things that would be of interest to parents and community members.*
- *The building's page contains links to other sites on the Internet that support the curriculum and provide resources to those viewing the site.*
- *The page offers an opportunity for the publishing of students' works to both a local and global audience (i.e. art, music, or writing, etc.).*
- *The page supports the District's curricular and co-curricular goals.*

#### *Content*

*All content on the District's website and social networks and their links must relate to curriculum and instruction, school-authorized activities, or information about the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. The District's website can only be linked to personal web pages if they are educationally beneficial to students and staff.*

#### *Quality*

*All work must be free of any spelling or grammatical errors. Links to outside resources should be checked often to avoid broken links. Documents may not contain objectionable material or point directly to objectionable material (i.e. material that does not meet the standards for instructional resources specified in other related District guidelines).*

#### *Safeguards*

*The District realizes the importance of highlighting accomplishments of our students and will ensure student safety and privacy is maintained throughout this process. In order to share the accomplishments, awards and happenings in our District, student pictures and names may be shared in District communications and may be published by media. Parents are given the opportunity to authorize or deny media coverage, as well as request that their child not be identified in District communications.*

*The District has chosen to establish the following guidelines:*

- *If parents do not want their children to be photographed or videotaped, they will need to notify the school in writing.*
- *Students whose parents or guardians have chosen to opt out are not given permission to be photographed and should not be included in group photos.*
- *Documents shall include only the first name of the student.*
- *Documents shall not include a student's home phone number, address, or the last names of other family members or friends.*

#### *Policies*

*The following additional guidelines apply to electronic transmission:*

- *No unlawful copies of copyrighted material may be produced or transmitted via the District's equipment, including its website.*
- *All communications via the District's website must have no offensive content. This includes religious, racial, and sexual harassment, violence, and profanity.*

#### *Technical Standards*

*In the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance, the following technical standards are established for all District web pages. Each web page added to the District's website must contain certain common elements:*

- *The main page of a teacher's web page will be a staff profile page that includes their name, email address, phone number, and position.*
- *Staff must have an up-to-date 'staff profile page on the District's website and may link to the classroom web page from this site. This page is accessed through the staff directory on the District and school web pages.*
- *Web page creators may use District website software, Google sites, or other website tools for classroom web pages. However, all websites must contain the District's header or logo, identifying affiliation with the District.*
- *There must be a link on the main page that returns the user to appropriate points in the District's website. This would normally be a return to the District's home page.*
- *The web page creator will avoid using large graphics, distracting animations, tiled backgrounds, dark color combinations, or other features that will distract the reader and take away from the professionalism of the page.*
- *The authorized staff member will edit and make sure that the page(s) is/are free from errors. In addition, the staff member will assume responsibility for updating the page and links as needed.*
- *All published pages must have content. Pages may not contain links to other pages that are not yet completed.*
- *Whenever possible, video files should utilize education video servers for hosting purposes, graphics should be compressed or re-sized, and documents created by user specific software should be uploaded in Portable Document Format (PDF).*
- *All major District web page updates and revisions will be coordinated through the District Web Master and/or the Technology Director.*
- *The District will make every effort to ensure that all links are operational and all information is accurate, appropriate, and of high quality. However, the viability of sites that are not created through the District cannot be guaranteed.*

#### *Accessibility*

*A. All images must include alternative text to help screen reader users identify the object and its purpose.*

*Ensure that alternative text for images is added to all informational and functional images.*

*B. Provide sufficient contrast between foreground and background*

*Foreground text needs to have sufficient contrast with background colors. This includes text on images, background gradients, buttons, and other elements.*

*C. Don't rely on color alone*

*Ensure any information conveyed with color is also conveyed via other means*

*D. Provide clear and consistent navigation options*

*Ensure that navigation across pages within a website has consistent naming, styling, and positioning. Provide more than one method of website navigation, such as a site search or a site map*

*E. Ensure that form elements include clearly associated labels*

*Ensure that all fields have a descriptive label adjacent to the field. Labels are usually positioned to the left or above the field, except for checkboxes and radio buttons where they are usually to the right. Avoid having too much space between labels and fields.*

*F. Provide easily identifiable feedback*

*Provide feedback for interactions, such as confirming form submission, alerting the user when something goes wrong, or notifying the user of changes on the page.*

*G. Use headings and spacing to group related content*

*Use whitespace and proximity to make relationships between content more apparent.*

*H. Include image and media alternatives in your design*

*Provide a place in your design for alternatives for images and media. For example, you might need:*

- Visible links to transcripts of audio*
- Visible links to audio described versions of videos*
- Text along with icons and graphical buttons*
- Captions and descriptions for tables or complex graphs*

*I. Provide informative, unique page titles*

*Provide a short title that describes the page content and distinguishes it from other pages.*

*J. Use headings to convey meaning and structure*

*Use short headings to group related paragraphs and clearly describe the sections.*

*K. Make link text meaningful*

*Write link text so that it describes the content of the link target. Avoid using ambiguous link text, such as 'click here' or 'read more'. Indicate relevant information about the link target, such as document type and size*



*L. Provide clear instructions*

*Ensure that instructions, guidance, and error messages are clear, easy to understand, and avoid unnecessarily technical language.*

*M. Keep content clear and concise*

*Use simple language and formatting, as appropriate for the context.*

*Revision of Guidelines*

*These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the District. Due to the need for frequent changes, the Superintendent may approve necessary changes and report these changes to the Board.*

*Adopted 10/17/2016*

*Revised 10/23/2017*

## **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with special needs may need and benefit from assistive technology in order to more fully participate in their classrooms, homes, communities, and workplaces. Through the use of assistive technology and services, these students will have the opportunity to become more independent and self-reliant.

The Board expects each Individualized Educational Program (IEP) team to include in their deliberations the use of assistive technology devices and services to aid students with disabilities. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students demonstrating a need, but not requiring an IEP according to federal special education regulations, which may include, but are not limited to, migrant students, homeless students, students living with poverty, and ELL students, will also be considered and may be eligible for assistive technology devices and/or services on a case-by case basis, as determined appropriate and necessary by the Student Services Team (SST).

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

The Board designates the Superintendent and the appropriate Assistant Superintendent as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

Individuals with Disabilities Act (IDEA) Amendments of 1997

20 V.S.C. 1401

Section 504 Rehabilitation Act of 1973

Assistive Technology Act (P.L. 105 -394) 1998

*Adopted 03/21/2005*

*Revised 11/17/2008*

## **ELECTRONIC MAIL**

The Board is committed to the effective use of electronic mail (“e-mail”) by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it, is intended to establish a framework for the proper use of e-mail as an official business tool.

When available, the District’s e-mail system must be used by employees for any official District e-mail communications. Personal email accounts or providers other than the District’s e-mail system may be blocked at any time due to concerns for network security, SPAM, or virus protection. Furthermore, District staff members are expected to exercise reasonable judgment and prudence, and take appropriate precautions to prevent viruses from entering the District’s network when opening or forwarding any emails or attachments to emails that originate from unknown sources.

District staff may join listserv or other email services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these listserv or other email services do not exceed the staff member’s email storage allotment. Staff members are required to keep their inbox and folders organized by regularly reviewing email messages, appropriately saving emails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other emails that have been read. If the staff member is concerned that his/her email storage allotment is not sufficient, he/she should contact the District’s technology department (IT staff). The Technology Director is authorized to block email from listserv or email services.

### Public Records

The District complies with all state and federal laws pertaining to electronic mail. Accordingly, emails written by or sent to District staff and Board members may be public records or education records if their content includes personally identifiable information about a student.

- E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records
- E-mails that are student records should be maintained pursuant to Policy 8330 – Student Records
- E-mails may constitute electronically stored information (“ESI”) that may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management.

State and federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain emails may be exempt from disclosure, or it may be necessary to redact certain content in the emails before the emails are released, pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private email account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of email in their possession that are either public records or education records, or that constitute ESE that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are assessed through an e-mail account not controlled by the District.

### Retention

Pursuant to state and federal law, emails that are public records or education records, and emails that are subject to a Litigation Hold shall be retained.

### Unauthorized Email

The Board does not authorize the use of its proprietary computers and computer network (“network”) to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network email accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, email that is relayed from any third party’s email servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and

technical steps available to prevent unsolicited bulk e-mail or other unauthorized email from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send email to or through the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

#### Authorized Use and Training

Staff and Board members using the District's e-mail system shall acknowledge their review of and intent to comply with the District's policy on acceptable use and safety by signing and submitting the 'Acceptable Use Form' annually.

*Adopted 10/19/2009*