

**School District of River Falls
Ad-Hoc Policy Committee**

December 1, 2025 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Alison Page, & Alan Tuchtenhagen

A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. CONSENT AGENDA - NEOLA POLICY UPDATES: INITIAL READINGS

4

Description: The Policy Committee is conducting the initial readings of the following NEOLA policies as part of the review process. Approval by the Policy Committee will advance these policies to the full School Board for the first reading.

Policies Recommended for Initial Approval:

- Policy 2412 - Homebound Instruction Program
- Policy 2450 - Community Education
- Policy 2460 - Programs For Students with Disabilities
- Policy 9120 - Public Information Program
- Policy 9130 - Public Complaints
- Policy 9140 - Citizens' Advisory Committees
- Policy 9150 - Visitors to School District Buildings
- Policy 9800 - High School Diplomas to Veterans
- Policy 9800.01 - Veterans as Classroom Volunteers

Recommended Action: Approve the above-listed NEOLA policies for the initial reading by the Policy Committee and recommend them for the first reading.

5. NEOLA POLICY 2271 - EARLY COLLEGE CREDIT PROGRAM

24

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2271 - Early College Credit Program for the initial reading by the Policy Committee and recommend it for the first reading.

6. NEOLA POLICY 2271.01 - START COLLEGE NOW PROGRAM

26

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2271 - Start College Now Program for the initial reading by the Policy Committee and recommend it for the first reading.

7. NEOLA POLICY 2271.02 - HIGH SCHOOL TECHNICAL COLLEGE ACADEMIES

28

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2271.02 - High School Technical College Academies for the initial reading by the Policy Committee and recommend it for the first reading.

8. NEOLA POLICY 2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

30

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2370 - Education Options Provided by the District for the initial reading by the Policy Committee and recommend it for the first reading.

9. NEOLA POLICY 2411 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING 33

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2411 - School Counseling and Academic and Career Planning for the initial reading by the Policy Committee and recommend it for the first reading.

10. NEOLA POLICY 2413 - HEALTH EDUCATION 35

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2413 - Health Education for the initial reading by the Policy Committee and recommend it for the first reading.

11. NEOLA POLICY 2414 - HUMAN GROWTH AND DEVELOPMENT 37

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2414 - Human Growth and Development for the initial reading by the Policy Committee and recommend it for the first reading.

12. NEOLA POLICY 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION 40

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2416 - Student Privacy and Parental Access to Information for the initial reading by the Policy Committee and recommend it for the first reading.

13. NEOLA POLICY 2421 - CAREER AND TECHNICAL EDUCATION PROGRAM 43

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2421 - Career and Technical Education Program for the initial reading by the Policy Committee and recommend it for the first reading.

14. NEOLA POLICY 2440 - SUMMER SCHOOL 45

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 2440 - Summer School for the initial reading by the Policy Committee and recommend it for the first reading.

15. NEOLA POLICY 2510 - ADOPTION OF TEXTBOOKS 47

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: To table for a later date.

16. NEOLA POLICY 9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS 49

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9151 - Use of Cameras and Other Recording Devices in Locker Rooms for the initial reading by the Policy Committee and recommend it for the first reading.

17. NEOLA POLICY 9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS 51

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9160 - Public Attendance at School Events for the initial reading by the Policy Committee and recommend it for the first reading.

18. NEOLA POLICY 9211 - DISTRICT-SUPPORT ORGANIZATIONS **53**

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9211 - District-Support Organizations for the initial reading by the Policy Committee and recommend it for the first reading.

19. NEOLA POLICY 9270 - HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING **55**

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9270 - Home-Based, Private, or Tribal Schooling for the initial reading by the Policy Committee and recommend it for the first reading.

20. NEOLA POLICY 9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS **57**

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9700 - Relations with Non-School Affiliated Groups for the initial reading by the Policy Committee and recommend it for the first reading.

21. NEOLA POLICY 9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES **60**

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 9700.01 - Advertising and Commercial Activities for the initial reading by the Policy Committee and recommend it for the first reading.

22. SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Ad-Hoc Policy Committee meeting: Monday, January 5, 2026, 6:00 p.m.

The meeting will be held in the District Office conference room at 852 E. Division Street.

23. ADJOURN



Book	Neola Policy Templates for Processing
Section	2000 Program Templates
Title	HOMEBOUND INSTRUCTION PROGRAM
Code	po2412- 10/7/25
Status	
Legal	118.15(3)(a), Wis. Stats.

2412 - HOMEBOUND INSTRUCTION PROGRAM

Subject to applicable State and Federal law, the **School** Board may provide individual instruction to students of legal school age who are unable to attend classes because they are temporarily not in proper physical or mental condition. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information:

- A. ~~()~~ the nature of the medical condition;
- B. ~~()~~ the probable duration;
- C. ~~()~~ present evidence of the student's inability to participate in an educational program;
- D. ~~()~~ indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student's parent is requesting that the IEP Team reconvene;
- E. ~~()~~ indicate whether the student currently has a Section 504 Plan;
- F. ~~()~~ indicate whether the student should be evaluated for an IEP and/or Section 504 Plan;
- G. ~~()~~ indicate whether the student is or will become a school-age parent;
- H. ~~()~~ indicate whether homebound study is requested as part of a program or curriculum modification.

Requests for homebound instruction will be considered by the ~~District Administrator Superintendent~~ **Director of Student Services**. The ~~District Administrator Superintendent~~ **Director of Student Services** will issue a decision within ~~thirty (30) ninety (90)~~ **thirty (30)** calendar days of the written request. ~~If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator Superintendent will provide a written decision within thirty (30) calendar days of the written request.~~

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with an IEP or a Section 504 Plan, homebound instruction will commence as provided in the applicable Plan.



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title COMMUNITY EDUCATION
 Code po2450 10/06/25
 Status
 Legal 120.13(19), Wis. Stats.

2450 - **COMMUNITY AND ADULT EDUCATION**

The **School** Board believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

An Advisory Council made up of community members will advise the Director of Community Education and Communications ~~Community Education Coordinator~~ on programming and planning for community education.

Community Education should work proactively in partnerships with other school district programs, community groups, municipalities, businesses, organizations, agencies, and individuals in realizing the shared ideals for lifelong learning.

With regard to community education, the Board shall provide programs

~~(-) in the evening~~

~~(-) and day~~

for the purpose of meeting the

~~(-) vocational,~~

~~(-) recreational,~~

~~(-) cultural~~

interests of the community.

~~(-) as well as the vocational/technical training and retraining needs of local workers.~~

~~[] With regard to adult education, the Board also shall provide a~~

~~(-) basic~~

~~(-) high school~~

~~continuation program for anyone over the age of sixteen (16) who is not attending high school~~

~~() in the schools of this District~~

~~as an opportunity to complete the requirements for a high school diploma.~~

~~**[] Veterans Benefits and Transition Act**~~

~~The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28 1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.~~

~~The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.~~

~~[] The Board shall also maintain an Americanization program of instruction for the benefit of foreign born residents of the District.~~

~~The District Administrator shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.~~

© Neola 2020



Book Neola Policy Templates for Processing
Section 2000 Program Templates
Title PROGRAMS FOR STUDENTS WITH DISABILITIES
Code po2460 10/7/25
Status
Legal 115.78 et seq., Wis. Stats.
P.I. 11, Wis. Adm. Code
IDEA, 20 U.S.C. 1400 et seq.

2460 - **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The School Board recognizes its responsibility to provide a free, appropriate public education to all eligible students with disabilities, ages three (3) through twenty-one (21).

The District provides a continuum of special education services, including a variety of programs, services, and accommodations. These programs may be provided in cooperation with other schools, school districts, or outside agencies. The determination of the need and extent of services provided will be determined by the student's Individual Education Program (IEP) team, and will be based on an assessment of the student's individual needs. Children with disabilities shall participate in state-required testing, with or without modifications, or alternative assessments as outlined in the child's IEP.

Parents/guardians of children with disabilities shall be included in all activities relative to the referral process, evaluation, placement decisions, and the development of the individualized education program (IEP). They shall be informed of their rights to due process throughout these procedures, as outlined in DPI's Model Local Educational Agency Special Education Policies and Procedures..

The designated authority for all aspects of identification, placement, and programming for children with disabilities shall be the Director of Student Services. Instructional supervision and evaluation of special education programs and personnel shall be the joint responsibility of the Director of Student Services and the Building Principal. The School Board assigns the Student Services Director the authority to designate and maintain a current list of District employees who are authorized to serve as the local education agency (LEA) representative on District IEP teams and in other special education processes. Such designees shall receive periodic training specific to serving that role.

The District recognizes its responsibility to identify, locate, and evaluate all children with disabilities who may be in need of special education and related services. This includes students attending private schools in the district, those not yet three (3) years of age, highly mobile children, and homeless children.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual, as the School Board's official policy in all practices relating to the education of children with disabilities, in compliance with State and Federal laws and regulations.

The School Board supports the requirement of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with students without disabilities. Within a continuum of services, inclusion is the preferred method of providing educational services to students, although IEP teams have flexibility to design individualized plans of instruction appropriate to individual student needs.

Adopted from retired Policy 342

© School District of River Falls 2025

~~The School Board shall provide a free, appropriate public education to all eligible persons with a disability, ages three (3) through twenty one (21), which complies with Federal and State laws and guidelines.~~

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

~~The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the School Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The School Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction (DPI).~~

~~[] The DPI handbook of policies, procedures, and forms shall be adopted annually by the School Board.~~

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

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

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

© Neola 2024



Book Neola Policy Templates for Processing
Section 9000 Relations Templates
Title PUBLIC INFORMATION PROGRAM
Code po9120 9/30/25 DB
Status

9120 - PUBLIC INFORMATION PROGRAM

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

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

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

© **Neola 1996**



Book Neola Policy Templates for Processing
Section 9000 Relations Templates
Title PUBLIC COMPLAINTS
Code po9130 9/30/25 DB
Status
Legal 118.01, Wis. Stats.
118.019, Wis. Stats.
20 U.S.C. 1232h

9130 - **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

The School Board recognizes the right of individuals and groups to present concerns or complaints about District personnel, programs, services, facilities, and operations. Whenever possible, the School Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainants, the date and times in which the complaint occurred, and a description of the complaint.

When a complaint is made directly to the School Board as a whole, or to an individual School Board member, the Superintendent shall be informed and the complaint shall be referred back to the school personnel at the appropriate level in the chain of supervision to be addressed according to established procedures.

Nothing in this policy or related implementation procedures is intended to supersede timelines or procedures specified in other District policies or any other applicable legally mandated timelines or processes including, but not limited to, complaints related to: employee/student discrimination, harassment, or bullying.

GENERAL COMPLAINTS

The purpose of these procedures is to provide an orderly means of resolving public complaints against the District. Retaliation against parties who file informal or formal complaints is prohibited. The purpose of the following procedures is to ensure that complaints are handled consistently and fairly.

INFORMAL COMPLAINT RESOLUTION PROCESS

Whenever possible, the School Board relies on teachers, administrators, and support staff to resolve concerns or complaints in an informal manner. Unless the complaint is covered by other District policies, individuals are expected to first discuss the complaint with the employee most closely associated with the program or facility that is of concern.

FORMAL COMPLAINT RESOLUTION PROCESS

1. If the concern or complaint is not resolved informally, a formal written complaint should be filed with the supervisor, principal, or administrator responsible for the employee, program, or operation that is the subject of the complaint. The formal written complaint should include the name(s) of the complainant(s), the date and times in which the complaint occurred, and a description of the complaint. The following chain of supervision should be followed:
 - a. Teacher or support staff employee (typically involved in the informal process above)
 - b. Principal, supervisor, or other administrator responsible for the function that is the subject of the complaint.

- c. Superintendent
- d. School Board of Education

Exceptions in this sequence may occur when an administrator/supervisor within the chain of command or a School Board member is the subject of the complaint. The administrator/supervisor will ~~shall~~ investigate the written and signed complaint and present a written response within 15 working days.

A complaint can only be brought directly to the School Board if the complaint is against a member of the School Board or the School Board as a whole. The School Board, in its sole discretion, will decide whether to review any direct complaint that it receives, and if so, the appropriate process and timeframes for reviewing the complaint.

2. If the complaint is not resolved in Step 1, the complainant can forward the written and signed complaint to the Superintendent. A conference will be arranged among the parties involved within 10 working days. A written response will be prepared within 10 working days of the conference.
3. If the complaint is not resolved in Step 2, the complainant can forward the written and signed complaint to the School Board. The School Board, in its sole discretion, will decide whether to review the complaint, and if so, the appropriate process and timeframes for reviewing the complaint. A request for an appeal and a description of the complainant's desired outcome must be submitted to the School Board no later than 10 working days after denial of the complaint by the Superintendent. The decision of the School Board shall be final.

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MEDIA CENTER MATERIALS AND RESOURCES

The ~~River Falls School District~~ School District of River Falls recognizes that, on occasion, objections may occur regarding its instructional and library media center materials and resources by any community member or employee of the District not directly involved with the selection of materials used. The Superintendent (or his/her designee) is directed to provide a procedure whereby a citizen may object to any instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials selected and used in the School District of River Falls. The procedure should safeguard the professional judgment of staff members as well as allow the citizens of the District to voice their specific complaints about materials used in the schools.

A parent/guardian may request that his/her child not use specific instructional or library media center materials or participate in certain instructional programs. Alternative assignments or programs shall be made available in such cases that meet the instructional learning objective, at the discretion of district staff.

DEFINITIONS

A. Instructional Materials and Resources: Instructional materials and resources shall mean print and non-print resources used by classroom teachers to convey the essential knowledge and skills of a subject in the District's curriculum to students. Instructional materials shall include, but not be limited to, textbooks, workbooks, maps, films, performing arts scripts, graphs, flowcharts, diagrams, charts, tables, handouts, tests, quizzes, projects, activities, online resources and applications, computer software and other digital media.

B. Library Media Center (LMC) Materials and Resources: Library media center materials and resources shall refer to all print and non-print materials and resources circulated from the school or District library media centers for students and/or staff use.

The School District of River Falls shall not discriminate in the selection and evaluation of library media center materials and resources, textbooks, supplementary instructional materials on the basis of a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,) race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

RESOLUTION PROCESS FOR COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MEDIA CENTER MATERIALS AND RESOURCES

The following procedures shall serve as a guideline for staff members when community citizens issue a formal written complaint about instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials.

1. If the staff member (teacher, librarian/media specialist, department or building unit leader) to whom the complaint has been made is unable to resolve the issue, the ~~b~~Building Principal should schedule a meeting between the staff member(s) involved, the ~~p~~Principal and the complainant to discuss the concerns. The complainant must verify they have read the entirety of the material (textbook, poem, literature, and/or instructional or library material) that is the focus of their complaint.

2. If the issue cannot be resolved during the above-mentioned meeting, the Principal will ask the complainant to submit a copy of the "Request for Reconsideration of Instructional/Library Media Center Materials" form within 14 calendar days to the Principal.

3. If the form has not been received within 14 calendar days, the district will treat the complaint as having been dropped and the issue as closed.

4. If a completed form is returned within 14 calendar days, it is incumbent upon the principal to schedule an open session meeting of a committee to review the complaint form and the material(s) in question. The eight member committee shall be composed of the following persons as determined by the Principal and Director of Academic Services:

- a. The building principal/coordinator.
- b. One staff member who is using the material of which the complaint was made.
- c. An appropriate department and/or unit representative.
- d. The Director of Academic Services or designee.
- e. One staff member at large – not a member of the department/unit involved in selecting the material in question.
- f. Two Parents, one selected by the principal, and a parent chosen by the complainant. Both parents must be residents of the District, each with at least one student currently enrolled in the SDRF.
- g. The complainant. (Participation required or the complaint will be void).

5. Review Committee process shall be determined by the Principal and Director of Academic Services, and will include, but is not limited to:

- a. Review Committee members read the entire material under review.
- b. Staff/department member(s) provide the Review Committee a written document that provides insight into how the literature/instructional material is used in the classroom (i.e., how is this literature/material used in the curriculum; essential learning targets; instructional strategies; how are the controversial issues addressed with students; strengths/benefits of material; feedback from students).
- c. Review Committee members will meet to discuss the material under review to include their perceptions of the material under review along with the written document provided by the department member(s) that explains how the literature/instructional material is used in the classroom
- d. Committee members individually complete a blind survey giving their recommendation of the three options below:

- (1) Remove the material from the classroom/library.
- (2) Maintain material under its current use.
- (3) Use the material as an educational option for interested learners

e. The decision of the committee, based on the survey results, will be shared with the committee and Superintendent.

f. In the event of a tie vote, the Superintendent, Director of Academic Services, and Principal will make a final decision.

NOTE: The Principal and Director of Academic Services shall make every effort to keep the above process moving forward within a reasonable timeframe but will not exceed thirty (30) calendar days from the date of the appointment of the committee unless approved by the Superintendent and School Board President.

6. The Superintendent shall advise the complainant of the committee's decision in writing and his/her right of appeal to the Board of Education School Board. Any appeal must be submitted in writing to the School Board President and/or Superintendent within seven (7) calendar days. If no appeal is received, then the matter will be closed.

7. If the committee decision is appealed, the School Board will determine if the Review Committee followed policy. If so, the School Board will uphold that committee decision. If the committee did not follow the policy, the School Board shall follow "A" or "B" below:

- A) Request more information and/or determine a process for an alternative review.
- OR-
- B) Refer to the Superintendent for a final decision.

8. Access to challenged material shall not be restricted during the reconsideration process. However, if the complaint relates to use of instructional materials, a parent may request the District to provide alternative instructional materials aligned to the learning objective for their child to use in the classroom in lieu of the challenged material. Such requests may be approved at the discretion of the Building Principal in consultation with the classroom teacher.

9. The District reserves the right to refuse to consider complaints, or reconsider requests reviewed within the last five (5) years, at the discretion of the Superintendent and School Board Chair of the Educational Program Committee.

Adopted from Retired Policy 870, Policy 870-Rule, Policy 871, and Policy 871-Rule @River Falls School District 2025

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff's or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422/Policy 3122/Policy 4122—Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/Policy 4340—Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The staff member shall take appropriate action within their authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the Principal or a designated person in the school).

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

[] As appropriate, the staff member shall report the matter and whatever action may have been taken to () their supervisor () the _____. **[END OF OPTIONS]**

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing a District Compliance Officer for further review.

Matters not resolved at the Second Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. () the specific nature of the request, suggestion, or complaint and a brief statement of the facts giving rise to it;

2. ~~()~~ the respect in which it is alleged that the individual(s) (or child of a Complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. ~~()~~ the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted ~~()~~ promptly after ~~()~~ within _____ ~~()~~ business days of **[END OF OPTIONS]** the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board ~~or~~ a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one (1) individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding ~~()~~ Classroom Instructional Materials ~~()~~ Classroom and Library Materials

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. ~~()~~ See ~~()~~ AG 9130A ~~()~~ and Form 9130 F3 **[END OF OPTIONS]**.

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. ~~()~~ Concerns about specific library materials should be raised first with the library media specialist, then with the Principal, if necessary, in an effort to resolve the matter informally. **[DRAFTING NOTE: SELECTION SHOULD BE CONSISTENT WITH POLICY 2522] [END OF OPTION]** If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, ~~()~~ including library materials, **[END OF OPTION]** shall be submitted in writing to the ~~()~~ District Administrator ~~()~~ Director of Instructional Services ~~()~~ _____ **[END OF OPTION]**.

If the request, suggestion, or complaint relates to classroom instructional materials, ~~()~~ Form 9130 F2 should be completed and **[END OF OPTION]** the following procedure shall be followed:

- A. ~~()~~ The criticism is to be addressed to the _____, in writing, and shall include:
 1. ~~()~~ author;
 2. ~~()~~ title;
 3. ~~()~~ publisher;
 4. ~~()~~ the complainant's familiarity with the material objected to;
 5. specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

- B. ~~() Upon receipt of the information, the _____ () shall () may,~~
~~() after advising the _____ of the complaint,~~
~~() and upon the _____'s approval,~~
~~() refer the matter to the District Administrator for resolution~~
~~() appoint a review committee, which shall comply with the open meetings law, consisting of:~~
1. ~~() one (1) or more professional staff members including the _____;~~
 2. ~~() one (1) or more Board members; [Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.]~~
 3. ~~() one (1) or more laypersons knowledgeable in the area.~~
- C. ~~() If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414 — Human Growth and Development).~~
- D. ~~() The Committee, in evaluating the questioned material, shall be guided by the following criteria:~~
1. ~~() the appropriateness of the material for the age and maturity level of the students with whom it is being used~~
 2. ~~() the accuracy of the material~~
 3. ~~() the objectivity of the material~~
 4. ~~() the use being made of the material~~
- E. ~~The material being reviewed based on a request under this policy shall remain available during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~
- F. ~~() The Committee's recommendation shall be reported to the District Administrator in writing within _____ () business days following () the formation of the Committee () the first meeting of the Committee [END OF OPTION]. The District Administrator will advise the individual(s), in writing, of the Committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the Committee's recommendation and the District Administrator's decision.~~
- G. ~~() The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within _____ () business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.~~
- H. ~~() The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case by case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the () Committee () District Administrator.~~
- I. ~~The decision of the Board is final.~~

~~Decisions on reconsidered materials will stand for _____ years before new requests for reconsideration of those items will be entertained.~~

~~No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.~~



Book Neola Policy Templates for Processing
Section 9000 Relations Templates
Title CITIZENS' ADVISORY COMMITTEES
Code po9140 9/30/25 DB
Status
Legal 19.81 et seq., Wis. Stats.

9140 - **CITIZENS' ADVISORY COMMITTEES**

The School Board recognizes the fact that citizens can contribute substantially to the successful operation of the dDistrict.

Therefore, citizen committees may be established when deemed necessary by the School Board to assist in studying issues that are important to the dDistrict. Advisory committee members will be appointed by the School Board, upon recommendation of the School Board pPresident. The president will seek nominations from various sources and inform the other members of the School Board of the background of each of the recommended appointees prior to School Board action. The School Board President will establish and outline a procedure for determining candidates brought to the School Board for approval.

Citizen committees will serve in an advisory capacity only and without pay. Final action and responsibility will remain with the School Board.

Because the School Board has ultimate responsibility for establishing the educational standards for the dDistrict, guidelines developed for citizen committees will be representative of those standards and dDistrict values and goals.

Citizen advisory committee meetings are subject to the open meeting law. The sSuperintendent (or designee) is responsible for ensuring compliance with the open meeting law.S

The following guidelines will govern the appointment and functioning of district citizen advisory committees:

1. Citizen advisory committees may be created by the School Board to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. There will be no standing citizen committees to the School Board.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established by law.
3. The composition of task forces and any other district citizen committees will be broadly representative of the community and will take into consideration the specific tasks assigned to the committee. Professional staff people may be appointed to the committee as members or consultants.
4. Appointments to such committees will be made by the School Board. Appointments of staff members to such committees will be made by the School Board, upon recommendation of the sSuperintendent.
5. The School Board will provide the following information and instruction to each committee:
 - a. The length of time each member is being asked to serve;
 - b. The service the School Board anticipates the committee to render and the extent and limitations of its responsibilities;

- c. The resources the School Board will provide;
 - d. The approximate dates on which the School Board expects to receive major reports;
 - e. School Board policies governing citizen advisory committees and the relationship of these committees to the School Board as a whole, individual School Board members, the superintendent, and other members of the professional staff; and
 - f. Responsibilities for the release of information to the press.
6. Recommendations of citizen committees will be based on research and fact, and will be determined by consensus.
 7. The School Board possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Board for review and potential action.

The School Board has the sole power to dissolve any of its citizen advisory committees and will reserve the right to exercise this power at any time during the life of any committee. The School Board reserves the right to remove members of the citizen advisory committee if the superintendent and School Board president determine it is in the best interest of the District.

Adopted from retired Policy 186 and Policy 186-Rule

@River Falls School District 2025

~~The Board, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. All appointments of citizens to advisory committees shall be approved by the Board, except as otherwise provided in policy or as required by law. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator, except as may be expressly required by law. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex officio members of an advisory committee.~~

~~Specific topics for study or well defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.~~

~~The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.~~

~~Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.~~

~~Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator.~~

~~(-) with the advice of the President.~~

~~The District Administrator shall transmit the contents of any communication from a committee to the Board.~~

~~(-) at the next meeting of the Board.~~

~~When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.~~

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

~~All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.~~

~~© Neola 2023~~



Book Neola Policy Templates for Processing
Section 9000 Relations Templates
Title VISITORS TO SCHOOL DISTRICT BUILDINGS
Code po9150 9/30/25 DB
Status
Legal 120.13(35), Wis. Stats.
301.475(3)(c). Wis. Stats.

9150 - **SCHOOL VISITORS TO SCHOOL DISTRICT BUILDINGS**

The School Board and staff of the School District of River Falls welcome members of the community and other interested persons to visit ~~d~~District buildings.

In order to assure that no unauthorized persons enter a district building with wrongful intent, all visitors are required to use the secure entry camera buzzer system to state their purpose and identify themselves. Office staff will determine if the visitor is authorized to enter. Visitors authorized to enter the building will be required to sign in, wear a visitor's badge, and use the automated background checking device if available, prior to visiting elsewhere in the building.

Visitors who do not follow protocol will be considered unauthorized and will be reported to the ~~b~~Building ~~p~~Principal, ~~a~~Administrator, or the ~~s~~School ~~r~~Resource ~~o~~Officer. The unauthorized person will be asked to leave, and the police will be called if deemed necessary.

Classroom visits can disrupt the learning environment and possibly violate privacy issues, and therefore permission must be requested in advance to the ~~b~~Building ~~a~~Administrator. Such requests must be made in writing and must include the purpose of the visit. If the request to visit is approved, the building administrator will schedule classroom visits at a time that is agreeable to the teacher and administrator.

State law prohibits registered sex offenders from being on public school premises unless they have provided the required notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal will determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose of event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District or ~~b~~Building ~~a~~Administrator, or designee has the discretion to exclude from ~~d~~District buildings or property, any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff, or others in the school. Any such individual will be directed to leave the premises and law enforcement will be called if necessary.

Adopted from retired Policy 860
@River Falls School District 2025

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

~~[] Except as set forth in District Policy 8390— Animals on District Property or in the case of "service animals" required for 20 use by a person with a disability, no other animals may be on school premises at any time.~~

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the _____ is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

~~[] Parents who are registered sex offenders and wish to participate in their child's school activities may be allowed on campus at the discretion and under the direction of the Principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~

~~Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.~~

~~Concerns about any aspect of a child's educational program should be presented through the procedure set forth in Board Policy 9130—Public Requests, Suggestions, or Complaints, a copy of which is available online, as well as at the District office and at each school.~~

~~[] The District Administrator shall develop such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks. **[END OF OPTIONAL SENTENCE]**~~

~~Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such~~

~~() by the Board.~~

~~() by the President.~~

~~() by a committee chairman.~~

~~The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.~~

~~If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, the Board member should discuss the situation first~~

~~() with the Principal~~

~~() with the District Administrator~~

~~as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.~~

~~[] If the Board member believes the situation or condition serious enough, the Board member may wish to also inform the District Administrator.~~

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

~~© Neola 2025~~



Book Neola Policy Templates for Processing
 Section 9000 Relations Templates
 Title HIGH SCHOOL DIPLOMAS TO VETERANS
 Code po9800 9/16/25
 Status
 Legal 45.001(5), Wis. Stats
 120.13(37), Wis. Stats

9800 - HIGH SCHOOL DIPLOMAS TO VETERANS

The **School Board of Education** recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the **School Board** wishes to recognize their efforts by awarding a high school diploma.

The **School Board** ~~() shall ()~~ may award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

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

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

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

© Neola 2010



Book	Neola Policy Templates for Processing
Section	9000 Relations Templates
Title	VETERANS AS CLASSROOM VOLUNTEERS
Code	po9800.01 DB 9/16/25
Status	
Legal	45.09, Wis. Stats.

9800.01 - VETERANS AS CLASSROOM VOLUNTEERS

The **School** Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The **School** Board shall, concurrent with the Department of Veterans Affairs presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

- A. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.
- B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.
- C. The veteran is not an employee of the School District during the term in which the volunteer service takes place.
- D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Veterans Affairs a form signed by the school principal or the ~~District Administrator~~ **Superintendent** verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

© Neola 2021



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title EARLY COLLEGE CREDIT PROGRAM
 Code po2271 11/7/25
 Status
 Legal 118.55, Wis. Stats.
 118.57, Wis. Stats.
 P.I. 40

2271 - EARLY COLLEGE CREDIT PROGRAM

The School Board recognizes the value to students and to the District of students participating in programs offered by the Universities of Wisconsin, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The School Board will permit allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

General Eligibility Criteria for Students that Have Completed the 8th Grade:

To be eligible to attend courses at pursuant to this policy, a student:

- A. must be have a 2.0 cumulative grade point average or be granted an exception by the High School Principal;
- B. must provide written notification to the board of the school district in which the student resides of the student's intent to attend a ECCP-approved institution of higher education under this subsection by February 1st if the student intends to enroll in the summer session; March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be ineligible for participation for having failed a previous class under this program and failing to reimburse the School Board for any costs the student is required to pay; and
- D. must be admitted to the college. for attendance.

If a student receives a failing grade in a course or fails to complete a course, for which the School Board has made payment, the student's parent, or the student if the student is an adult, will be required by the School Board to reimburse the School Board the amount paid on the student's behalf to the extent permitted by law to do so.

Undue Financial Hardship

The School Board may prohibit a student's attendance if the student is a child with a disability and the School Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the School Board determines does not meet high school graduation requirements or the School Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The School Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. ~~(→)~~ The student has already completed eighteen (18) postsecondary semester credits through the Early College Credit Program, Start College Now Program, and Technical College Academies.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the approved institution provided that the course is not comparable to a course offered by the District. The District may require students to pay for consumable material fees for eligible courses.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

~~[NOTE: CHOOSE OPTION #1 OR OPTION #2]~~

~~Option #1~~

~~[]~~ The School District’s responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

~~Option #2~~

~~[]~~ The School District’s responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to _____ ~~(→)~~ postsecondary credits per student (must be at least eighteen (18)).

~~[END OF OPTIONS]~~

The District’s Early College Credit Program shall be operated in accordance with applicable State law and the administrative rules of the Department of Public Instruction. All students enrolled in the District in the ~~8th~~, 9th, 10th, and 11th grades shall be provided with information regarding the Program by October 1st of each year.

© Neola 2024



Book	Neola Policy Templates for Processing
Section	2000 Program Templates
Title	START COLLEGE NOW PROGRAM
Code	po2271.01 11/7/25
Status	
Legal	38.12(14), Wis. Stats.

2271.01 - **START COLLEGE NOW PROGRAM**

The School Board recognizes the value to students and to the District of students participating in programs offered by technical college institutions in Wisconsin. The School Board will permit any high school student who satisfies the eligibility requirements to participate in the Start College Now Program to enroll in an approved course at a Start College Now-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must ~~be~~ have a 2.0 cumulative grade point average or be granted an exception by the High School Principal. ~~in good academic standing;~~
- B. must provide written notification to the board of the school district in which the student resides of the student's intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. ~~must not be identified as a child at risk, pursuant to Policy 5461 - Children At Risk of Not Graduating from High School;~~
- D. must not be ineligible for participation for having failed a previous class under this program and failing to reimburse the ~~School~~ Board for any costs the student is required to pay; and
- E. must be admitted to the technical college. ~~for attendance.~~

Undue Financial Hardship

The ~~School~~ Board may prohibit a student's attendance if the student is a child with a disability and the ~~School~~ Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the **School** Board determines does not meet high school graduation requirements or the **School** Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The **School** Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. ~~(→)~~ The student has already completed eighteen (18) postsecondary semester credits through the Early College Credit Program, Start College Now Program, or Technical College Academies.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District. **The District may require students to pay for consumable material fees for eligible courses.**

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

~~**(-) Reimbursement for Course Failing Grade**~~

~~**[NOTE: Whether this authority exists in the Start College Now Program as it did when technical college attendance was part of Youth Options is unclear based on the statutory language as it currently exists. Districts are advised that differing interpretations exist and should consult legal counsel before selecting this option.]**~~

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the **School** Board has made payment, the student's parent, or the student if the student is an adult, ~~will~~ **may** be required by the **School** Board to reimburse the **School** Board the amount paid on the student's behalf to the extent permitted by law to do so. ~~For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.~~

~~**[END OF OPTION]**~~

© Neola 2024



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title HIGH SCHOOL TECHNICAL COLLEGE ACADEMIES
 Code po2271.02 - Production, please renumber
 Status

2271.02 - HIGH SCHOOL TECHNICAL COLLEGE ACADEMIES

The School Board recognizes the value to students and to the District of students participating in programs offered by technical college institutions in Wisconsin.

The School Board will permit any high school student who satisfies the eligibility requirements to participate in a WI Technical College High School Academy. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

General Eligibility Criteria for Students:

To be eligible to attend courses in a technical college academy pursuant to this policy, a student:

- A. must have a 2.0 cumulative grade point average or be granted an exception by the High School Principal.
- B. must provide written notification to the board of the school district in which the student resides of the student's intent to attend a technical college academy
- C. must not be ineligible for participation for having failed a previous class under this program and failing to reimburse the School Board for any costs the student is required to pay; and
- D. must be admitted to the technical college

Undue Financial Hardship

The School Board may prohibit a student’s attendance if the student is a child with a disability and the School Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student’s tuition for attendance, including any additional costs associated with a student’s special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the School Board determines does not meet high school graduation requirements or the School Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The School Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits through the Early College Credit Program, Start College Now Program, and Technical College Academies.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District. The District may require students to pay for consumable material fees for eligible courses.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

Reimbursement

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the School Board has made payment, the student's parent, or the student if the student is an adult, will be required by the School Board to reimburse the School Board the amount paid on the student's behalf to the extent permitted by law to do so.

© **School District of River Falls 2025**



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
 Code po2370 10/1/25
 Status

2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The School Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students, developed and approved through the School Board and the administration.

~~Credit may be granted to the student upon complete evaluation of the program.~~

~~The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the graduation requirements of the State and the District.~~

A list of the educational options available to students who reside in the District shall be provided to all parents on an annual basis. The list shall include public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, youth options, and course options. and posted on its website no later than January 31st each year. This notice shall include the performance category assigned to each school within the District, including charter schools.

~~The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.~~

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options varies depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades eleven (11) and twelve (12) may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

[] Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

[] International Baccalaureate Program

[] Magnet, Specialized, and Immersion schools

~~[] Instrumentality Charter Schools~~

~~[] Cooperative Academic Partnership Program (CAPP) Courses~~

~~Students may enroll in CAPP courses offered in conjunction with UW Oshkosh for college credit.~~

~~[] Partners in Education (PIE) Courses~~

~~Students may enroll in PIE courses offered in conjunction with UW Whitewater for college credit.~~

~~[] Dual Credit Programs~~

~~Students enrolled in grades ten (10), eleven (11) and twelve (12) may take approved dual credit programs with _____ Chippewa Valley Technical College and the University of Wisconsin River Falls in accordance with State law and District procedures.~~

~~[] Tutorial Programs~~

~~Eligible students may receive tutoring from staff or designated student tutors. Qualified students may be appointed to serve as tutors for service credit or academic credit.~~

~~[] Independent Study~~

~~Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.~~

~~[] Advanced Study~~

~~Advanced study offers students the opportunity to go beyond the curriculum of a course or to integrate two (2) or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.~~

~~[] Online Courses~~

~~Students may enroll in online courses when such course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.~~

~~[] Work-Study Programs~~

~~Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.~~

~~[] Summer School~~

~~The District offers a summer school program that includes both enrichment and credit recovery options.~~

~~[] Youth Apprenticeship Program~~

~~The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.~~

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Open Enrollment Program (Inter-District).

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

~~Courses for Home-Based Private Education Students~~

~~Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 – Home-Based, Private, or Tribal Schooling.~~

~~[] _____~~

~~[] _____~~

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

© Neola 2023



Book	Neola Policy Templates for Processing
Section	2000 Program Templates
Title	SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING
Code	po2411 - 11/10
Status	
Legal	121.02 (1)(e), Wis. Stats. P.I. 8.01(2)(e), Wis. Adm. Code P.I. 26.03(1)(b)(1), Wis. Admin. Code 34 C.F.R. 100.3(b) 34 C.F.R. 106.36 34 C.F.R. 104.37(b) 28 C.F.R. 35.130 Vocational Educational Guidelines, Appendix B, Title 6

2411 - SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING

The **School** Board requires that a planned program of school counseling be an integral part of the educational program of the District. ~~The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the School Board and maintained by the District.~~ Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

- A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;
- B. ↔ assist students in achieving their optimum growth;
- C. ↔ enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- D. ↔ help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. ↔ ~~help students learn to make their own decisions and solve problems independently;~~
- F. ↔ _____.

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. The District shall inform parents in each school year about what academic and career planning services their child receives.

The ~~District Administrator~~ **Superintendent** shall implement the school program which carries out these purposes (↔) and:

- A. (↔) involves appropriate staff members at every level;
- B. (↔) honors the individuality of each student;
- C. (↔) is integrated with the total educational program;
- D. (↔) is coordinated with available resources of the community;
- E. (↔) cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. (↔) ~~provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;~~
- G. (↔) ~~provides that an appropriate amount of time and effort shall be given to providing school counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;~~
- H. (↔) ~~establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.~~

~~[DRAFTING NOTE: Due to the wide variety of potential components of individual plans, it is not practical to include all such options within this template. The Wisconsin Department of Public Instruction has published "ACP in Wisconsin: Implementing Academic and Career Planning" as well as an "Academic and Career Planning Template" that provides tools for Districts to develop individualized plans as required by policy.]~~

© Neola 2020



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title HEALTH EDUCATION
 Code po2413 10/1/25
 Status
 Legal 115.35, 118.01(2)(d)2.c., 118.076, Wis. Stats.
 Chapter 961, Wis. Stats.

2413 - HEALTH EDUCATION

The **School** Board, in compliance with State law, has adopted a comprehensive program of health education that will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The **School** Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. A student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the **School** Board authorizes the ~~District Administrator~~ **Health Teacher** to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation

~~()~~ the School Board authorizes the **Health Teacher** ~~District Administrator~~ to determine the alternative assignment to be completed by the student that is similar to the subjects in the length of time necessary to complete.

~~()~~ the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

~~()~~ the Board will not require an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

~~[END OF OPTIONS]~~

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The **Health Teacher** ~~District Administrator~~ shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

~~[] The District Administrator shall prepare administrative guidelines that require:~~

- ~~A. () the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics;~~
- ~~B. () periodic evaluation of student understanding;~~
- ~~C. () continual analysis of the effectiveness of the program and the accuracy, completeness, and relevancy of the information and instructional procedures.~~

~~[END OF OPTION]~~

In implementing the program, the ~~District Administrator~~ Health Teacher may use whatever District and outside resources, including Wisconsin Department of Public Instruction guidelines and consultants, deemed appropriate.

© Neola 2023



Book Neola Policy Templates for Processing
Section 2000 Program Templates
Title HUMAN GROWTH AND DEVELOPMENT
Code po2414 10/1/25
Status
Legal 115.35, 118.01(2)(d), 118.019, Wis. Stats.
P.I. 8.01(2)(j), Wis. Adm. Code

2414 - HUMAN GROWTH AND DEVELOPMENT

~~[DRAFTING NOTE: CHOOSE EITHER OPTION #1 OR OPTION #2.]~~

~~[] Option #1~~

~~The Board directs that students shall not receive instruction in human growth and development.~~

~~[] Option #2~~

The **School** Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2), Wis. Stats.

~~[DRAFTING NOTE: If instruction in human growth and development is provided, the following instructional program is recommended, per 118.019(2), Wis. Stats.]~~

~~(-)~~ Such instruction will include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. ~~(-)~~ the importance of communication about sexuality between the student and the student's parents or guardians;
2. ~~(-)~~ reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation;
3. ~~(-)~~ the benefits of and reasons for abstaining from sexual activity, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent;
4. ~~(-)~~ methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress;
5. ~~(-)~~ how alcohol and drug use affect responsible decision making;
6. ~~(-)~~ the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality;
7. ~~(-)~~ adoption resources, prenatal care, and postnatal supports;

8. ~~(↔)~~ the nature and treatment of sexually transmitted infections.

B. ~~(↔)~~ The instructional program will also include the following:

1. ~~(↔)~~ address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships;
2. ~~(↔)~~ identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships;
3. ~~(↔)~~ address the positive connection between marriage and parenting;
- 4.
5. ~~(↔)~~ present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors;

~~**[DRAFTING NOTE: The following options are permissive areas of instruction that were removed as part of the statutory recommendations for inclusion in the Human Growth and Development Curriculum by 2011 Act 216. However, a District may still include these in their Human Growth and Development Curriculum.]**~~

6. ~~(↔)~~ puberty, pregnancy, parenting, body image, and gender stereotypes;
7. ~~(↔)~~ the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug to prevent sexually transmitted infections.
8. ~~(↔)~~ the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life.

~~**[DRAFTING Note: If the District chooses to provide instruction, regardless of whether it is articulated in policy, in any of the areas listed under Section A above, they must also include instruction in the following areas, when age appropriate, in the same course, and during the same year.]**~~

Consistent with applicable State law, the following shall also be incorporated into the above subjects, when age-appropriate, in the same course and during the same year:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;
- D. explains pregnancy, prenatal development, and childbirth;
- E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;
- F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;
- G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and
- H. explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities.

~~**[END OF OPTION #2]**~~

A citizens' advisory committee shall be established, in accordance with ~~() Board Policy 9140—Citizens' Advisory Committees and [END OF OPTION]~~ 118.019(5), Wis. Stats., which will provide for the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District. The role of the advisory committee is to advise the **School** Board on the design and implementation of the human growth and development curriculum, and to review the curriculum. The Board ~~() authorizes () does not authorize [END OF OPTION]~~ the ~~Committee to submit a recommendation to the Board for the curriculum to include separating students on the basis of gender when age appropriate.~~

The District shall provide parents annually **and prior to use on the classroom** with an outline of the human growth and development **topics program** used in their child's grade level as well as information regarding how the parent may inspect the ~~complete program and~~ instructional materials. ~~Prior to use in the classroom, the program shall be made available to parents for inspection.~~

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

© Neola 2022



Book	Neola Policy Templates for Processing
Section	2000 Program Templates
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
Status	
Legal	20 U.S.C. 1232g, 20 U.S.C. 1232h

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The **School** Board respects the privacy rights of parents and their children.

Surveys Requiring Consent

No student shall be required, as a part of the school program or the District's curriculum, ~~without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents,~~ to submit to or participate in any survey, analysis, or evaluation that reveals information concerning **the following without prior parent notification.** **A student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, can choose not to participate in this survey. :**

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

~~Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, as well as any instructional materials used in connection with any such survey. If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education or if a survey is initiated/sponsored by a third party or is not considered part of the normal instructional process, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.~~

~~The District Administrator/Superintendent shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.~~

~~[NOTE: The following arrangements to protect privacy or equivalent must be inserted.]~~

Parent's Right to Inspect Surveys

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the **School** Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

Student Privacy

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to

~~(-) the Library~~

~~(-) the Instructional Materials Center~~

~~(-) the School Counselor's Office~~

~~(-) a supervised location~~

where under the supervision of a staff member, the student will be provided with an alternate activity.

Personal Information for Marketing or Sale

The **School** Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); **and** a telephone number; ~~and a Social Security identification number.~~

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of ~~-college or other postsecondary education recruitment, or military recruitment. developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:~~

- A. ~~college or other postsecondary education recruitment, or military recruitment;~~
- B. ~~book clubs, magazines, and programs providing access to low cost literary products;~~
- C. ~~curricular and instructional materials used by elementary and secondary schools;~~
- D. ~~tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
- E. ~~the sale by students of products or services to raise funds for school related or education related activities;~~
- F. ~~student recognition programs.~~

Notice Requirements

The ~~District Administrator~~ **Superintendent** is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the ~~District Administrator~~ **Superintendent** is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year of any survey by a third party that contains one or more of the items described in A through H above.
- B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- C. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Definitions

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child).

© Neola 2025



Book Neola Policy Templates for Processing
 Section 2000 Program Templates
 Title CAREER AND TECHNICAL EDUCATION PROGRAM
 Code po2421 - 11/7/25
 Status
 Legal 118.01(2)(b), 118.15(1)(b), Wis. Stats.
 P.I. 8.01(2)(k)(2b), 8.01(2)(l), Wis. Adm. Code

2421 - **CAREER AND TECHNICAL EDUCATION PROGRAM**

The mission of career and technical education is to equip all students in Wisconsin with the academic, technical, and employability skills needed for success in postsecondary education and the workforce through access to high-quality career pathways.

For the purposes of this policy, career and technical education (CTE) refers to a coordinated program of academic and technical instruction designed to prepare students for success in both postsecondary education and the workforce. CTE programs provide students with relevant learning experiences and career development opportunities that connect classroom instruction to real-world applications.

~~provide an opportunity for students to develop the knowledge needed for success in employment, to build foundations for further education and to acquire independent living skills.~~

~~The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.~~

~~For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:~~

- ~~A. () in the labor market as employable individuals immediately after graduation with productive, saleable skills;~~
- ~~B. () in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;~~
- ~~C. () in the world of work while continuing their education in order to help offset higher education expenses.~~

The School Board shall provide, () in cooperation with the _____, a career and technical education program which shall include:

- A. () Technology and Engineering Education;
- B. () Agriculture, Food, and Natural Resources Education;
- C. () Family and Consumer Sciences Education;

- D. Business and Information Technology Education;
- E. Marketing, Management and Entrepreneurship Education;
- F. Health Science Education;
- G. _____;
- H. _____;

The **School** Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

- A. integration with **Dual Credit Program, including but not limited to** Early College Credit, Start College Now programs, **transcribed credit, and/or technical college academies**;
- B. ~~paid or unpaid~~ youth **career work**-based learning opportunity;
- C. ~~a work study program involving the employment of qualified students.~~

The programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including ~~trans~~ gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The ~~District Administrator~~ **Superintendent** is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.



Book Neola Policy Templates for Processing
Section 2000 Program Templates
Title SUMMER SCHOOL
Code po2440
Status
Legal 118.04, Wis. Stats.

2440 - ~~SUMMER OR INTERIM SESSION SCHOOL~~

The School Board ~~() shall ()~~ may conduct a summer program ~~or an interim session program~~ occurring outside of the periods of regular instruction and which do not count towards the minimum hours of instruction required by law, for the purpose of,

~~()~~ academic instruction

~~()~~ recreational activities

enrichment activities

at the _____ K-12 levels for resident students of this District.

~~()~~ and such other students as the School Board may admit.

Summer ~~and interim session~~ school instruction shall be designed to provide opportunities for students to:

- A. ~~() improve a poor grade;~~
- B. ~~() improve learning skills;~~
- C. ~~() make up a failed course;~~
- D. ~~() enrich a scholastic program;~~
- E. ~~() explore new academic areas.~~

The School Board shall annually review the ~~approve a~~ summer school program ~~and/or an interim session school program~~. In order to support such a program of instruction, the School Board will:

- A. ~~() employ teaching and administrative staff;~~
- B. ~~() purchase such books, materials, supplies, and equipment as may be necessary;~~
- C. ~~() appoint the director;~~
- D. ~~() make available school facilities as required;~~
- E. ~~() provide necessary custodial services.~~

~~[]~~ Tuition fees shall not be charged to students domiciled within the District (~~↔~~) or for those students residing in the District even if they were not enrolled as residents during the most recent regular session.

~~[]~~ Tuition shall be charged for nonresident students at rates as determined by the School Board.

~~[]~~ Reasonable fees may be charged to all students for social, recreational, or extra-curricular summer ~~or interim session~~ classes in accordance with DPI regulations.

With regard to transportation, the **School** Board

~~()~~ accepts responsibility for all students.

~~()~~ does not accept responsibility for any student.

~~()~~ accepts responsibility for resident students, but not for nonresident students.

(↔) accepts responsibility for students with disabilities as so determined by the IEP Committee.

~~[]~~ The District Administrator/Superintendent shall be responsible for developing administrative guidelines for the operation of the summer and/or interim session program which shall be consistent with School Board policies and not conflict in any way with the administration of the regular school sessions of the District.

~~[]~~ For information on summer or interim school attendance, see Policy 2440.01—Summer or Interim School Attendance.

Replaces RFSD Policy 351

© Neola 2024



Book	Neola Policy Templates for Processing
Section	2000 Program Templates
Title	ADOPTION OF TEXTBOOKS
Code	po2510 - DISCUSS AT NEXT MEETING
Status	
Legal	118.03, Wis. Stats. 118.13 Wis. Stats. 121.02(1)(h) Wis. Stats P.I. 9 P.I. 41 Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. Section 794, Rehabilitation Act of 1973 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

2510 - ADOPTION OF TEXTBOOKS

The **School** Board shall approve all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The criteria established for the method of selection and subsequent **School** Board adoption of textbooks shall not discriminate on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Further, the ~~District Administrator~~ **Superintendent** shall review all textbooks to assure they reflect the cultural diversity and pluralistic nature of American society in compliance with applicable educational standards.

The ~~District Administrator~~ **Superintendent** shall be responsible for the selection and recommendation of textbooks for **School** Board consideration. In considering the approval of any proposed textbook, the **School** Board will weigh its decisions based on recommendations related to:

- A. () suitability for the maturity level and educational accomplishment of the students who will be using the material;
- B. () freedom from bias;
- C. () relationship to the curriculum adopted by the **School** Board;

D. relationship to a continuous multigrade program;

E. impact on community standards;

F. manner of selection;

G. cost;

H. appearance and durability.

~~**[]** The District Administrator Superintendent shall develop administrative guidelines for the selection of textbooks **()** that includes effective consultation with professional staff members at all appropriate levels **()** and provide the School Board with a description of the process used in reaching a recommendation for textbook selection.~~

© Neola 2017



Book Neola Policy Templates for Processing
 Section 9000 Relations Templates
 Title USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS
 Code po9151 9/30/25 DB
 Status
 Legal 175.22, 942.08, 942.09, Wis Stats.

9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

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

As required by law, the **School** Board establishes this locker room privacy policy.

CHOOSE OPTION #1 OR #2

[] OPTION #1

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited. No member of the media is allowed access to school locker rooms before, during, or after any school athletic event or practice. Coaches and student-athletes may be available for interviews outside the locker room, consistent with school rules.

~~(NOTE: Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)~~

[] OPTION #2

~~To protect the privacy of students, non-staff access to the District locker room is limited. The following may enter the locker room and remain in the locker room to interview or seek information from any individual in the locker room:~~

- A. ~~() _____ (e.x., reporter from local newspaper — same sex locker room)~~
- B. ~~() _____~~
- C. ~~() _____~~
- D. ~~() _____~~

[END OF OPTIONS]

~~The following recording devices will be permitted in the locker room and for the particular use described:~~

- A. ~~() Audio tape recorders may be used by staff or students for otherwise appropriate purposes, provided the recording is purely audio and contains no video or still photo component.~~

- B. ~~(→) Video recording devices of any type may be used in the locker room provided that no students are present in the locker room when the recording device is being used.~~
- C. ~~(→) Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.~~
- D. ~~(→) Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students that violates school rules. Use of such surveillance must be approved by the _____. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.~~
- E. ~~(→) _____~~
- F. ~~(→) _____~~

~~[] Parents may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.~~

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone (→) to capture, record, or to transfer a representation of a nude or partially nude person in the locker room (→) ~~in a locker room in the School District or in use for District purposes~~
[END OF OPTIONS].

Furthermore, the **School** Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

© Neola 2025



Book	Neola Policy Templates for Processing
Section	9000 Relations Templates
Title	PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160-DB 9/16/25
Status	
Legal	29 CFR Part 35 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended 34 C.F.R. Part 104 42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

11 The **School** Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed

↔ nor any betting occur

↔ at any function sponsored by the District.

↔ at any function occurring on District premises.

11 Raffles and similar forms of fund-raising by District-related organizations may be permitted by the **District Administrator Superintendent** in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. Any person who believes s/he has been discriminated against due to a disability should refer to the complaint procedure set forth in Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

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

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

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

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the **School** Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the **School** Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 - Use of Tobacco on School Premises.

Persons attending school events are subject to the provisions of Policy 7217 - Weapons.

The **School** Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

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

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

~~**All notices, signs, schedules, and other communications about school events shall contain the following statement:**~~

~~**"Upon request to the _____, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."**~~

© Neola 2018



Book Neola Policy Templates for Processing
 Section 9000 Relations Templates
 Title DISTRICT-SUPPORT ORGANIZATIONS
 Code po9211-DB 9/16/25
 Status

9211 - DISTRICT-SUPPORT ORGANIZATIONS

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the School Board.

The School Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. (↔) The Superintendent District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.

The School Board encourages parents and District staff to participate in such organizations.

[] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]

The Superintendent, Activities Director, Building Principal, Advisor, or Head Coach will: ~~The Superintendent District Administrator shall:~~

- A. (↔) review the objectives of each volunteer group to determine that relevant educational needs are being addressed;
- B. (↔) provide assistance to a group in planning its activities;
- C. (↔) monitor the plans and activities of each group to ensure compliance with laws, and School Board policies, and the District Administrator's administrative guidelines;
- D. (↔) communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the School Board;
- E. (↔) approve in-District fund-raising activities of a volunteer group as well as fund-raising activities held off-premises which involve students, and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;
- F. (↔) establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State.

Any organization described in this policy must obtain advance written permission from (↔) the District Administrator (↔) the Activities Director, Building Principal or District Administrator Superintendent (↔) the Board [END OF OPTIONS] before using any of the District's logos or name (↔) as well as the District's or school's slogans, specifically:

[DRAFTING NOTE: Identify any specific slogans or taglines

~~that would identify a connection to the District or a school] [END OF OPTION] for the purpose of describing or promoting the organization or any activity of the organization.~~

~~By the end of _____ of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the District Administrator is to be advised before any final revisions are made.~~

~~The District Administrator shall implement administrative guidelines that will require~~ Each group's fund-raising activities ~~will be~~ are in compliance with all applicable School Board policies. ~~, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. The guidelines shall also require that the~~ Funds are used for school-related projects ~~must be approved by the Activities Director, Superintendent or Building Principal.~~ that have the approval of the District Administrator and the Principal.

~~The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.~~

~~[END OF OPTION]~~

~~Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.~~

© Neola 2023



Book	Neola Policy Templates for Processing
Section	9000 Relations Templates
Title	HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING
Code	po9270 DB 11/5/25
Status	
Legal	118.133, Wis. Stats. 118.145(4), Wis. Stats. 118.53, Wis. Stats.

9270 - HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

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

Private Education or Tribal School Education Students

The **School** Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The **School** Board ~~() shall not allow any student who is being educated at a private school or a tribal school to participate ()~~ may allow any student, **residing in the District boundaries**, who is being educated at a private school or a tribal school to participate, if space is available, ~~**END OF OPTION**~~ in any of the District's ~~()~~ non-WIAA sanctioned athletic ~~()~~ or extra-curricular ~~**END OF OPTION**~~ programs.

Home-Based Private Education Students

The **School** Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than two (2) courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the **School** Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.



Book	Neola Policy Templates for Processing
Section	9000 Relations Templates
Title	RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700 - 11/10/25
Status	
Legal	118.125, Wis. Stats.

9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

It is the policy of the **School** Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of ~~() the Board () the District Administrator~~ **Superintendent [END OF OPTION]**; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this **School** Board. ~~All crowdfunding activities are subject to Policy 6605—Crowdfunding () and AG 6605—Crowdfunding.~~

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the ~~() Board () District Administrator~~ **Superintendent**. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the ~~() Board () District Administrator~~ **Superintendent**.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

Other Activities by Non-School Affiliated Groups

- A. ~~Materials or Activities~~ The District has guidelines for sharing non-school materials with students and families. Approved nonprofits, staff, and school-affiliated groups (e.g., PTOs, student clubs) may share materials if they serve children, align with district mission/values, comply with laws/policies, and do not disrupt instruction or operations. Non-school-affiliated organizations generally share information through passive distribution (see details below). These are for community organizations and external partners. Approved information is generally shared passively (for example, in newsletters or on bulletin boards). All staff and approved community partners must follow the guidelines outlined below.

1. **Definitions:**

- **Active Distribution.** Materials are directly provided to all students in a school or schools—for example, included in weekly take-home folders or distributed through school-wide email or electronic newsletters. As a general practice, the School District of River Falls does not allow active distribution of materials that are not school-sponsored or directly tied to school programs.
- **Passive Distribution.** Materials are placed in a designated area—such as a school lobby bulletin board or an outdoor display—for students and families to view or take voluntarily if they are interested.

2. All requests for passive distribution must be approved by the building principal. As a service to local educational and recreational organizations, the district may allow the passive display of materials when they meet the following criteria:
 - The material promotes an educational or recreational activity for children.
 - The material is from a non-profit organization.
 - The content is consistent with the mission and values of the School District of River Falls.
 - The material does not violate any applicable laws or district policies.
 - The display of materials does not disrupt instructional time or school operations.
 - All flyers must include the following disclaimer printed in at least 10 point font:
~~"The School District of River Falls has neither reviewed nor approved the program, personnel, or activities announced in this flyer. Permission to distribute this flyer is not considered a recommendation or endorsement by the school district."~~
 - Flyers or postings (including yard signs) may be displayed for a maximum of two weeks.
 - Placement of materials is at the discretion of the building principal.
 3. **Prohibited Materials for Passive Distribution** The following types of materials will not be approved for passive distribution:
 - Flyers that do not serve an educational or recreational purpose for students
 - Flyers that promote or advertise political organizations, candidates, or ideologies.
 - Flyers primarily intended to raise funds.
 - Flyers that function mainly as advertisements for individuals or commercial businesses, even when there may be some benefit to the school.
- B. All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the Director of Community Education and Communications.

Contests/Exhibits

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

1. ~~()~~ have the primary effect of advancing a special product, group, or company;
2. ~~()~~ make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. ~~()~~ interrupt the regular school program;
4. ~~()~~ involve any direct cost to the District ~~()~~ unless the student body as a whole derives benefit from such activities;
5. ~~()~~ cause the participants to leave the School District, unless:
 - a. ~~()~~ the School Board's Policy 2340 - District-Sponsored Trips has been complied with in all aspects;
 - b. ~~()~~ the Board has granted special permission;
 - c. ~~()~~ the parents of a minor student have granted their permission.

Solicitation of Funds

Because the District cannot accommodate every organization that desires to solicit funds for worth purposes, the Board shall not permit any organization not related to the District to solicit funds on District property. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

Prizes/Scholarships/Other Awards

The School Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

~~☞~~ The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available. ~~[END OF OPTION]~~

In accepting the offer of such scholarships or prizes from non-District entities or persons, the **School** Board directs that these guidelines be observed:

1. ~~☞~~ No information either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the **School** Board's policy on student records.
2. ~~☞~~ The type of scholarship or prize, the criteria for selection of the winner, and the selection of the recipient shall be approved by the the principal, together with a committee of staff members designated by the principal.
3. The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

© **Neola 2024**



Book	Neola Policy Templates for Processing
Section	9000 Relations Templates
Title	ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01 - 11/21 DB
Status	

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

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

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

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

A. **Product Sales:**

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

B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

C. **Indirect Advertising:**

1. ~~()~~ corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. ~~()~~ the **School** Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propoganda and to determine whether the materials are in compliance with the guidelines as set forth above.

D. ~~()~~ Market Research:

1. ~~()~~ surveys or polls related to commercial activities;
2. ~~()~~ internet surveys or polls asking for information related to commercial activities;
3. ~~()~~ _____ . **[other]**

~~[END OF OPTION #2]~~

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the ~~()~~ Board ~~()~~ District Administrator **Superintendent** ~~[END OF OPTION]~~. It is further the policy of the **School** Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the ~~()~~ Board ~~()~~ District Administrator **Superintendent** ~~[END OF OPTION]~~.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

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

- A. ~~()~~ When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. ~~()~~ Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the **School** Board.
- C. ~~()~~ The Board reserves the right to consider requests for advertising in the schools on a case by case basis.
- D. ~~()~~ No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R-rated movies, or gambling aids.
- E. ~~()~~ No advertisement shall be permitted that ~~()~~ conveys the impression of the School District's endorsement of any religious message, political candidate, or ballot initiative.
- F. ~~()~~ No advertisement may contain libelous material.
- G. ~~()~~ No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. ~~()~~ No advertisement shall be false, misleading or deceptive.
- I. ~~()~~ Each advertisement must be reviewed in advance for age appropriateness.
- J. ~~()~~ Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. ~~()~~ All corporate support or activity must be age-appropriate and must be consistent with the **School** Board's policies not to discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.

- L. ~~(→)~~ Students shall not be required to advertise a product, service, company or industry.
- M. ~~(→)~~ Advertising will not be permitted on the outside or the inside of school buses.
- N. ~~(→)~~ The ~~District Administrator~~ **Superintendent or Designee** is responsible for screening all advertising.
- O. ~~(→)~~ The ~~District Administrator~~ **Superintendent or Designee** may require that samples of advertising be made available for inspection.
- P. ~~(→)~~ The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. ~~(→)~~ Final discretion regarding whether to advertise and the content and value of the materials will be with the **School** Board.

Written Contract for Placement

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

The contracts shall contain at a minimum the following clauses:

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

The ~~District Administrator~~ **Superintendent** shall negotiate all such agreements with the advertiser.

~~(→) The District Administrator shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished (see AG 9700B – Criteria for Commercial Messages). [END OF OPTION]~~

Accounting

Advertising revenues must be properly reported and accounted for as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

© Neola 2023