

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

March 2, 2026 - 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 5111 - Eligibility of Resident/Nonresident Students
- Policy 5111.01 - Homeless Students
- Policy 5111.02 - Educational Opportunity for Military Children
- Policy 5111.03 - Children and Youth in Foster Care
- Policy 5114 - Nonimmigrant Students and Visitor Programs
- Policy 5200 - Attendance
- Policy 5223 - Absences for Religious Instruction
- Policy 5310 - Health Services
- Policy 5310.01 - Emergency Nursing Services/Plan
- Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest
- Policy 5500.01 - Conduct in Virtual Classroom
- Policy 5511 - Dress and Appearance
- Policy 5512 - Use of Tobacco and Nicotine by Students
- Policy 5513 - Care of District Property
- Policy 5514 - Use of Personal Transportation Devices
- Policy 5517 - Student Anti-Harassment
- Policy 5772 - Weapons Prohibited for Students

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 5230 - RELEASE OF STUDENTS TO AUTHORIZED PERSONS

61

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 5230 - Release of Students to Authorized Persons for the initial reading by the Policy Committee and recommend it for the first reading.

6. NEOLA POLICY 5320 - IMMUNIZATION

62

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 5320 - Immunization for the initial reading by the Policy Committee and recommend it for the first reading.

7. NEOLA POLICY 5500 - STUDENT CODE OF CLASSROOM CONDUCT **64**

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 5500 - Student Code of Classroom Conduct for the initial reading by the Policy Committee and recommend it for the first reading.

8. NEOLA POLICY 5517.01 - BULLYING **66**

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 5517.01 - Bullying for the initial reading by the Policy Committee and recommend it for the first reading.

9. NEOLA POLICY 5520 - DISORDERLY CONDUCT **70**

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 5520 - Disorderly Conduct for the initial reading by the Policy Committee and recommend it for the first reading.

10. NEOLA POLICY 5605 - SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES **71**

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 5605 - Suspension/Expulsion of Students with Disabilities for the initial reading by the Policy Committee and recommend it for the first reading.

11. NEOLA POLICY 5610 - SUSPENSION AND EXPULSION **72**

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 5610 - Suspension and Expulsion for the initial reading by the Policy Committee and recommend it for the first reading.

12. NEOLA POLICY 5610.01 - ALTERNATIVE EXPULSION HEARING PROCEDURE **75**

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 5610.01 - Alternative Expulsion Hearing Procedure for the initial reading by the Policy Committee and recommend it for the first reading.

13. NEOLA POLICY 5610.03 - ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS **76**

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 5610.03 - Alternatives to Expulsion and Re-Entry Plans for the initial reading by the Policy Committee and recommend it for the first reading.

14. NEOLA POLICY 5630 - CORPORAL PUNISHMENT **79**

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 5630 - Corporal Punishment for the initial reading by the Policy Committee and recommend it for the first reading.

15. NEOLA POLICY 5630.01 - USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS **81**

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 5630.01 - Use of Seclusion and Physical Restraint with Students for the initial reading by the Policy Committee and recommend it for the first reading.

16. NEOLA POLICY 5830 - STUDENT FUNDRAISING **85**

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 5830 - Student Fundraising for the initial reading by the Policy Committee and recommend it for the first reading.

17. 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, April 6, 2026, 6:00 p.m.

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

18. ADJOURN



Book Neola Policy Templates for Processing
Section 5000 Students Templates
Title ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code po5111 DB 1/27 -
Status
Legal 118.51, Wis. Stats.
118.52, Wis. Stats.
120.13(1), Wis. Stats.
121.77, Wis. Stats.
121.78(2)(a), Wis. Stats.
121.81, Wis. Stats.
121.84, Wis. Stats.
McKinney-Vento Act (42 U.S.C. 11431, et. seq.)
118.53, Wis. Stats.

5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The School Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The School Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for **the** purposes of attending the District's schools.
- B. The District will not make residency determinations on the basis of an individual's **immigration status** ~~alienage~~.
- C. The District will consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District will be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program will be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District will be accepted into the District's educational programs for up to two (2) classes if the School Board determines there is sufficient space in the classes.

- G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district will be allowed to complete his/her education at the former school district. The School Board of residence will pay the student's tuition, and if the parent has paid such tuition, the resident School Board will reimburse the parent, upon request of the parent, within three (3) years. The school of attendance will count the student in its membership.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the School Board will use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District will place a copy of any certification provided by the parent in the enrollment files.
- I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.
- J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.
- K. ~~Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.~~
- L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- M. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.
- N. ~~Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.~~
- O. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the School Board determines there is sufficient space in the classroom.
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:
1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. ~~[-] The Superintendent may choose whether to enroll the student. [-] In the event that the Superintendent intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school district, the enrollment must be approved by the School Board. [-] All requests to enroll received by a student that has been expelled from another Wisconsin public school district must be brought before the School Board to approve or deny.~~
 2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, ~~[-] the Superintendent [-] the School Board~~ may choose to enroll the student, but if the decision is not to enroll the student, the School Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, will request that the governing body of the charter school or the public school in another state provide the School Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
 3. Conditional Enrollment
- If a student has been expelled by another Wisconsin or out-of-state public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the School Board, () following input from the Superintendent, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued

enrollment during the period of expulsion. The School Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the School Board that expelled the student, instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk will mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent will sign and return one (1) copy of the order to the School Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the School Board. The decision of the School Board regarding that determination is final and not subject to appeal. If the Superintendent determines that the student has met the enrollment conditions established in a written order, the Superintendent may grant the student conditional enrollment in a school in the District. The determination of the Superintendent is final.

- a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after ~~his/her their~~ the student's conditional enrollment, but before the expiration of the term of expulsion, the Superintendent may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the Superintendent will advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present ~~his/her their~~ the student's explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the Superintendent revokes the student's conditional enrollment, the Superintendent will give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student, or if the student is a minor, the student's parent, may request a conference with the Superintendent, who will be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it will be held within five (5) school days following the request. If, after the conference, the Superintendent finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student will be enrolled in school under the same enrollment conditions under the order previously issued, and the conditional enrollment revocation will be expunged from the student's record. If the Superintendent finds that the student violated an enrollment condition and that the revocation was appropriate, ~~s/he~~ the Superintendent will mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the Superintendent is final.
- b. If a student's conditional enrollment is revoked, the student's expulsion will continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.



Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	HOMELESS STUDENTS
Code	po5111.01 1/27
Status	
Legal	42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

5111.01 - HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District will establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District will regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260 - **Nondiscrimination and Access to Equal Educational Opportunity**).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or **a** similar reason
- B. live in motels, hotels, ~~trailer parks,~~ or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary ~~night time~~ **nighttime** residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:

1. programs for children with disabilities;
2. programs for English learners (ELs) (i.e., students with limited English proficiency (LEP));
3. programs in career and technical education;
4. programs for gifted and talented students;
5. school nutrition programs; and
6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth, as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. ~~For more information on the role of the Liaison, refer to AG 5111.01.~~

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year, even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students, and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian, or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate, or previous academic records. The homeless student must also be enrolled immediately, regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian, or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings, or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing his/her the student's education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation will be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance, as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian, or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State established procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District, and School Board of Education policies, the District will provide the parent, guardian, or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian, or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian, or unaccompanied youth has access to email, followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families will be provided equal access to the educational services for which they are eligible, including preschool programs, ~~including~~ and Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers preschool-age-specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin, even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District will post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District will post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students will be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - **Student Records**, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District will incorporate practices to protect student privacy as described in ~~AG 5111.01, AG 8330, and~~ in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No School Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
Code	po5111.02 1/27
Status	
Legal	Interstate Compact on Educational Opportunity for Military Children 14.91, Wis. Stats.

5111.02 - **EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

Children of an active duty member of the United States armed services will be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

A student whose parent is an active duty member of the uniformed services and has been called to duty for, is on leave from, or returned from deployment to a combat zone or combat support posting, will be granted additional excused absences at the discretion of the Superintendent to visit with his/her/their the student's parent relative to such leave or deployment of the parent. The additional excused absences granted by the Superintendent, to visit with a parent who has returned from deployment, is/are only required if the return was within the past thirty (30) days.

[-] The Superintendent will maintain administrative guidelines for ensure the implementation of this policy, which are is consistent with the Compact and State law. Such guidelines will apply to children of military families within the state as well as between member states.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	CHILDREN AND YOUTH IN FOSTER CARE
Code	po5111.03 1/27
Status	
Legal	45 C.F.R. 1355.20

5111.03 - CHILDREN AND YOUTH IN FOSTER CARE

The School Board of Education recognizes the importance of educational stability for children and youth in foster care. Further, the School Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Department of Public Instruction (DPI), other schools and school districts, and the appropriate child welfare agencies to provide educational stability for children and youth in foster care.

Definitions

Children who meet the Federal definition of "in foster care" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, students in foster care will not be stigmatized or segregated on the basis of their status. The District will establish safeguards that protect foster care students from discrimination on the basis of their foster care status or any other of the recognized Protected Classes (Policy 2260). The District will regularly review and revise its policies, including school discipline policies that may impact students in foster care.

Consistent with the Fostering Connections Act, "foster care" means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in:

- A. foster family homes;
- B. foster homes of relatives;
- C. group homes;
- D. emergency shelters;
- E. residential facilities;
- F. child care institutions; and
- G. preadoptive homes.

A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, tribal, or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. (45 C.F.R. 1355.20 (a)).

School Stability

The District will remove barriers to the enrollment and retention of children and youth in foster care in schools in the District. Foster care students will be enrolled **immediately**, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

The District will meet the Title I requirements for educational stability for children and youth in foster care, including those awaiting foster care placement. The District will identify which students are in foster care and will collaborate with State and tribal child welfare agencies to provide educational stability for these children and youth. District staff will work closely with child welfare agency personnel to develop and implement processes and procedures that include these enrollment safeguards:

- A. **a children / youth** in foster care will remain in **his/her their** school of origin, unless it is determined that remaining in the school of origin is not in that children's best interest;
- B. if it is not in the children's best interest to stay in **his/her their** school of origin, the **children** will be immediately enrolled in the determined new school, even if the child is unable to produce records normally required for enrollment; and
- C. the new (enrolling) school will immediately contact the school of origin to obtain relevant academic and other records, including the student's Individualized Education Program (IEP) if applicable. (ESEA Section 1111(g)(1)(E)(i)-(iii)).

Best Interest Determination

In making the best interest determination, the District will follow the guidelines established by DPI and the State or tribal child welfare agencies. The District will utilize the prescribed process in conjunction with local child welfare agencies in making best interest determinations. Once a determination is made, the District will provide the decision in writing to all relevant parties, in collaboration with the appropriate child welfare agency. When making decisions regarding educational placement of students with disabilities under IDEA and Section 504, the District will provide all required special educational and related services and supports provided in the least restrictive placement where the child's unique needs, as described in the student's IEP or Section 504 plan, can be met.

Dispute Resolution Process

If there is a dispute regarding whether the educational placement of a child in foster care is in the best interest of that child, the dispute resolution process established by the SEA will be used.

The District's representatives will collaborate fully in this process, considering relevant information regarding academic programming and related service needs of the child, and advocating for what the District believes is in the best interest of the child.

To the extent feasible and appropriate, **the children** will remain in **his/her their** school of origin while disputes are being resolved in order to minimize disruption and reduce the possible number of moves between schools. (ESEA Section 1111(g)(1)(E)(i)).

Since the child welfare agency holds ultimate legal responsibility for making the best interest determination for the foster child in their care, if the dispute cannot be resolved, the child welfare agency will make the final determination.

All notifications and reports regarding foster care placement, changes in school enrollment, transportation services, and changes in the child's living arrangements will be provided to the affected parties, in writing, in accordance with the forms, procedures, and requirements of the SEA and the State or tribal child welfare agencies.

Local Point of Contact

The ~~District Administrator~~ **Superintendent** will designate and make public a local point of contact who will perform the duties as assigned by the ~~District Administrator~~ **Superintendent**. The point of contact will serve as a liaison to coordinate with child protection agencies, lead the development of a process for making the best determination for a student, facilitate the transfer of records, and oversee the enrollment and regular school attendance of students in foster care.

Records

The District will provide privacy protections for children and families and will facilitate appropriate data-sharing pertaining to children in foster care between child welfare and educational agencies, in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 – Student Records.

Services to Children and Youth in Foster Care

Foster care children and their families will be provided equal access to the educational services for which they are eligible, comparable to other students in the District, including:

- A. educational services for which the student in foster care meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- B. preschool programs;
- C. programs in career and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs; and
- F. before - and after-school programs.

Transportation Services

The District will provide transportation services for children in foster care consistent with the procedures developed by the District in collaboration with the State or local child welfare agency. These requirements apply whether or not the LEA already provides transportation for children who are not in foster care.

In order for a student in foster care to remain in his/her school of origin, when in his/her best interest, transportation services will be provided, arranged, and funded for the duration of the child's placement in foster care. The District's transportation services will provide that:

- A. Children in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act; and
- B. If there are additional costs incurred in providing transportation to the school of origin, the District will provide such transportation if 1) the local child welfare agency agrees to reimburse the District for the cost of such transportation; 2) the District agrees to pay for the cost; or 3) the District and the local child welfare agency agree to share the cost. (ESEA 1112(c)(5)(B)).

Coordination of Service

Since foster care placements may occur across district, county, or State boundary lines, coordination among multiple agencies may be necessary. The District will work with appropriate State and local agencies to address such placement and transportation issues that arise. The District will provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

No School Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of children and youth in foster care.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	NONIMMIGRANT STUDENTS AND VISITOR PROGRAMS
Code	po5114 1/27
Status	
Legal	8 C.F.R. 214 et seq. 8 U.S.C. 1101 (Immigration Reform and Control Act) 121.84(1)(c), Wis. Stats. Mutual Education and Cultural Exchange Act of 1961, as amended Immigration and Nationality Act 22 C.F.R. 62, Exchange Visitor Program

5114 - NONIMMIGRANT STUDENTS AND VISITOR PROGRAMS

The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having exchange students as members of the student body of this District's high school(s).

An exchange visitor student is a foreign national who has been selected by a sponsor that has been approved by the United States Department of State (USDOS) to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Exchange Visitor Program for Nonimmigrant Students with J-1 Visas

The School Board authorizes the ~~Superintendent~~ **High School Principal** to consider a request to admit an exchange visitor student who meets the USDOS requirements and applies for admission through a sponsoring organization, and to determine whether or not that student should be accepted.

In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The School Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the ~~Superintendent~~ **High School Principal** for the placement of an exchange visitor student in any District high school.

After written acceptance of school placement is secured, the sponsoring agency should issue the certificate of eligibility for J-1 Visas to the exchange visitor student who meets the criteria established in Federal law for participation in an EVP.

Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family for each exchange visitor student.

Lastly, pursuant to Federal law, a sponsoring agency can place no more than five (5) exchange visitor students per District high school.

~~[NOTE: The following section is optional. If appropriate, include the following language that will permit a sponsor to place more than five (5) exchange visitor students.]~~

~~[] However, with School Board approval, the Superintendent may request, in writing, the placement of more than five (5) students from a sponsoring agency~~

~~[Choose one of the following two options to complete the sentence above.]~~

~~() in the high school.~~

~~() in a specific high school.~~

~~[END OF OPTION]~~

~~[NOTE: The following section is optional]~~

~~[] Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas~~

~~The School Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa.~~

~~Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:~~

- ~~A. the student possess sufficient English language proficiency to participate in the high school curriculum;~~
- ~~B. the student's participation does not exceed an academic year;~~
- ~~C. the student pays to the School Board the full amount of tuition prior to the commencement of the academic term of attendance; and~~
- ~~D. the student otherwise maintains his/hertheir lawful temporary immigration status.~~

~~[END OF OPTIONAL SECTION]~~

Other Nonimmigrant Students

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program at a District school.

~~() or who are not sponsored by the District so they can attend a school in the District as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.~~

All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	ATTENDANCE
Code	po5200 1/28
Status	
Legal	7.30(2)(am), Wis. Stats. 115.28(51), Wis. Stats. 118.15, Wis. Stats. 118.153, Wis. Stats. 118.16, Wis. Stats. 118.162, Wis. Stats. 990.001(4), Wis. Stats.
Cross References	St. Croix County Truancy Policies and Procedures Pierce County Ordinances

5200 - ATTENDANCE

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

All children between six (6) and eighteen (18) years of age will attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. Regular attendance is required until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten will attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Part 1: Definitions

1. Excused Absence: A student is considered excused when the student is absent with an acceptable excuse for all of part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:
 - a. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
 - b. Excused absences of greater than 50% of the school day will be a full day absence.

2. **Unexcused Absence/Truant.** A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.
3. **Habitually Truant.** A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Part of a school day is any time period that exceeds 15 minutes.
4. **Tardy/Late Arrival:** Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
2. Entering attendance data into the district's school information system.
3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Part 4: Excused Absences

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.
 - a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
 - b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.
 - c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
 - d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school.
 - e. Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
2. The student has a chronic condition or is experiencing an extended illness.
 - a. A student who has been diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
 - b. A Chronic or Extended Illness Verification Form will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
 - c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
3. The student's parent(s) or guardian has provided a pre-planned notice of absence.
 - a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
 - b. A student may not be excused for more than ten (10) days per school year.

- c. Absent students must complete any coursework missed during the absence.
 - d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
 - ii. to attend a funeral outside of the immediate family;
 - iii. college visits;
 - iv. job fairs;
 - v. vacations.
4. The student is absent from school for one of the following School Board approved reasons:
- a. Obtaining religious instruction or observing religious holidays.
 - b. A death in the immediate family.
 - c. A court appearance or other legal procedure upon submission of proof.
 - d. Approved school activities during class time.
 - e. Suspension or expulsion.
 - f. Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
 - g. High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.
 - h. Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
 - i. Quarantine of the student's home by a public health officer.
 - j. Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
 - k. Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival

Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited to, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: Promotion, Monitoring, and Intervention

All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;
- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;

4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;
6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Middle and High School Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day 7:35 -2:55) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Part 12: Attendance Records

The district will use the same technology-based attendance record keeping system at all schools. Attendance Records will be categorized in the following ways:

- Exempt
 - ACT: School activities during class time.
 - COUN: Visit to School Counselor
 - CMVF: Chronic Medical Condition
 - EXP: Expelled
 - HLTH: Visit to Health Office
 - ISS: In-School Suspension
 - MED
 - Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
 - The student has a chronic condition or is experiencing an extended illness.
 - HLTH-ILL
 - If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused.
 - SUS: Out of School Suspension
- Excused
 - APL: Alternative Placement
 - EAP: Excused for an Appointment (no professional note provided)
 - EXE: Excused Absence
 - Obtaining religious instruction or observing religious holidays.
 - A death in the immediate family.
 - A court appearance or other legal procedure upon submission of proof.
 - ILL: Illness
 - The student is temporarily not in proper physical or mental condition to attend school. Absences for this reason may be excused by oral or written notification to the attendance officer by the student's parent(s) or guardian for four (4) school days.
 - PAR: Parent Pre-arranged

- The student's parent(s) or guardian has provided a pre-planned notice of absence.
 - Unexcused
 - UNX: Unexcused
 - The first four occurrences in which no valid excuse provided or excuse provided exceeds allowable yearly maximums.
 - TRU: Habitually Truant
 - No valid excuse provided for 5th or further unexcused absence or excuse provided but exceeds allowable yearly maximums.
 - TDY: Tardy
 - A student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

RFSD Aligned to Retired Policy 431.

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

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

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. () single absence;
- B. () prolonged absence;
- C. () absence of more than _____ () days duration;
- D. () repeated unexplained absence and tardiness; or
- E. () _____.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. () To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction

attendance requirements. **[END-OF-OPTION]**

- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330—Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223—Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. () professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day;
2. () to attend a funeral;
3. () legal proceedings that require the student's presence;
4. () college visits;
5. () job fairs;
6. () vacations.

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency—Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on

either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. (-) Quarantine

Quarantine of the student's home by a public health officer.

B. (-) Illness of an Immediate Family Member

The illness of an immediate family member.

C. (-) Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

D. (-) Work at Home Due to Absence of Parents

To work at home due to the absence of the student's parents. Absences under this section shall not exceed _____ () days nor be granted to any student younger than _____ () years of age.

E. (-) Severe Weather Conditions

In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.

F. (-) Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

G. (-) _____ [other].

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

~~[] The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension. [END OF OPTIONAL PARAGRAPH]~~

Definitions

A. Truancy

~~A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.~~

B. Habitual Truant

~~A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.~~

C. Part of a School Day

~~Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.~~

Tardiness/Late Arrival and Early Dismissal

~~It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.~~

~~The Board recognizes, however, that from time to time compelling circumstances require that a student be late to school or dismissed before the end of the school day.~~

~~[] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by~~

~~() written (including e-mail)~~

~~() personal (phone or face to face)~~

~~request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the _____. [END OF OPTIONAL PARAGRAPH]~~

~~No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.~~

~~No student shall be released to anyone who is not authorized such custody by the parents.~~

Truancy Plan

~~The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.~~

~~The Truancy Plan will include, at a minimum, the following:~~

~~A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents;~~

~~B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned;~~

- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District;
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school;
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals;
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under 118.16(1)(a), Wis. Stats., with public and private social services agencies;
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113—Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused;
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;

- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Coursework and Examinations

[NOTE: How make-up work and course examinations will be dealt with must be in policy.]

[] OPTION #1

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

[END OF OPTION #1]

[] OPTION # 2

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make up coursework and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make up coursework and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make up credit is given shall be determined on a case by case basis by the principal and the respective teachers.

If make up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

[NOTE: END OF OPTION # 2]



Book Neola Policy Templates for Processing
Section 5000 Students Templates
Title ABSENCES FOR RELIGIOUS INSTRUCTION
Code po5223 1/28
Status
Legal 118.155, Wis. Stats.

5223 - ABSENCES FOR RELIGIOUS INSTRUCTION

The **School** Board ~~of Education~~ desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The **School** Board will permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction will be permitted on District premises. No member of the staff will encourage nor discourage participation in any religious instruction program.

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title HEALTH SERVICES
 Code po5310 1/28
 Status
 Legal 118.25(3)(4), 118.255, Wis. Stats.
 20 U.S.C. 1232h

5310 - **HEALTH SERVICES**

~~The Board of Education may require students to submit to periodic health examinations to:~~

- ~~A. () protect the school community from the spread of communicable disease;~~
- ~~B. () determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;~~
- ~~C. () determine that the learning potential of each child is not lessened by a remediable, physical disability.~~

The District shall specify the need for health services which may include, but not be limited to:

- A. Emergency care for illness and injury;
- B.
- C. Student health assessment and care;
- D.
- E. A safe and healthy school environment;
- F. () student physical examinations;
- G. () athlete physical examinations;
- H. () dental examinations at the request of a parent or guardian;
- I. () vision screening at the request of a parent or guardian;
- J.
- K. () audiometric screening at the request of a parent or guardian.
- L.
- M. () _____.

~~Any health services program should also include instruction to staff members on the observance of students for conditions that indicate signs of physical health conditions which may be pertinent to the student's ability to fully access the District's programming.~~

~~The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.~~

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

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 Section 5000 Students Templates
 Title EMERGENCY NURSING SERVICES/PLAN
 Code po5310.01 1/28
 Status
 Legal 121.02(1)(g), Wis. Stats.
 PI 8.01(2)(g)

5310.01 - **EMERGENCY NURSING SERVICES/PLAN**

To provide for the health and safety of students, the District will develop an emergency nursing services plan (also known as protocols) ~~() that are incorporated into the District's administrative guidelines~~ **[END OF OPTION]**. This plan will be in accordance with statutory requirements for the provision of emergency nursing services and will include the following requirements:

- A. ~~() The school nurse () A registered nurse~~ **[END OF OPTIONS]** has developed and reviewed all relevant policies providing for the provision of emergency nursing services to students in cooperation with other School District personnel and representatives from community health agencies ~~and services designated by the school board () upon the recommendation of the nurse~~ **[END OF OPTION]**.

Such school board policies, consistent with the District's emergency nursing services plan, provide for the management of illness (see Policy 5310 - Health Services, Policy 5335 - Care of Students with Chronic Health Conditions, Policy 8450 - Control of Casual Contact Communicable Diseases, and Policy 8453 - Direct Contact Communicable Diseases), accidental injury (see Policy 5340 - Student Accidents/Illnesses/Concussion & Sudden Cardiac Arrest), and the administration of medication and emergency care (see Policy 5330 - Administration of Medication/Emergency Care). These school board policies and their respective protocols ~~() and administrative guidelines~~ **[END OF OPTION]** will be incorporated into the District's emergency nursing services plan. **[DRAFTING NOTE - Please remove reference to any of the above policies that is not in the District's Policy Manual.]**

- B. The District's emergency nursing services plan ~~() and the District's administrative guidelines~~ **[END OF OPTION]** will include specific protocols for dealing with student accidental injury, illness, and administration of medication at all school-sponsored activities, including but not limited to curricular, co-curricular and extra-curricular activities, and a method to record each incident of service provided.
- C. Arrangements will be made with a licensed physician to serve as medical advisor for the District's emergency nursing services plan.

The ~~() Superintendent () school board~~ **[END OF OPTION]** will annually designate the District's medical advisor.

- D. The District will make emergency nursing services available during the regular school day, including summer ~~or interim school, and during all school sponsored student activities.~~

The emergency nursing services plan will indicate how such services will be made available by the District during such times. The District may provide for such emergency nursing services through District staff or through outside services such as local emergency response resources.

- E. The District's ~~()~~ emergency nursing services plan ~~()~~ and administrative guidelines ~~[END OF OPTION]~~ will specify how the District is providing for student emergency information, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy.
- F. The nurse will review and evaluate the District's emergency nursing services each year, including a review of the policies referenced above, and will report to the school board regarding such services.

At any time deemed necessary and appropriate, the nurse will bring proposed revisions of any policies to the Superintendent, who will review them and forward them to the school board for consideration.

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
 Code po5340 1/28
 Status
 Legal 118.29, 118.293, 118.2935, Wis. Stats.

5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

~~The Superintendent may provide for an in-service program on first aid and CPR procedures.~~

The administrator in charge must **ensure that an accident report is submitted** ~~submit an accident report~~ to the **health office and uploaded to the student information system** ~~() Superintendent () business office () school office~~ **[END OF OPTIONS]** on all accidents.

Illness

School personnel will not diagnose illness or administer medication of any kind except in accordance with ~~()~~ Policy 5330 - Administration of Medication/Emergency Care. ~~() and AG 5330 - Administration of Medications.~~

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the ~~() Superintendent () Athletic Director~~ **[END OF OPTION]** will distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) then the student's parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A teacher or coach will remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional and receives written

clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches or other school officials that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

~~[-] Teachers or coaches who suspect a student has been concussed will record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the _____ office.~~

[-] Parents will be notified about the possible concussion and given information on concussions and the need for medical attention.

[-] Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest will be included along with distribution of the required information concerning concussions and will be distributed to all participants age twelve (12) and older and to coaches prior to participation on youth athletic activity. The information will contain the following information as provided by the Wisconsin Department of Public Instruction (DPI) and Wisconsin Interscholastic Athletic Association (WIAA):

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title CONDUCT IN VIRTUAL CLASSROOM
 Code po5500.01 - TAKE THIS LANGUAGE AND PUT IN 5500. DL EDITS 2/7/26
 Status

5500.01 – CONDUCT IN VIRTUAL CLASSROOM

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. ~~This includes, but is not limited to, the following prohibited behaviors:~~

- ~~A. Use or display of a weapon;~~
- ~~B. Use or display of tobacco or related products such as electronic/vaping instruments;~~
- ~~C. Use or display of alcohol or illegal drugs;~~
- ~~D. Dress or attire in violation of the student dress code;~~
- ~~E. Language or gestures in violation of the student code of conduct;~~
- ~~F. Display, including as a background, of images or artifacts in violation of nondiscrimination policies or otherwise inappropriate;~~
- ~~G. Use of cell phones unless authorized by the teacher as part of class activities, including use of cell phone or any other recording device to record or photograph class;~~
- ~~H. Leaving the virtual classroom during class without the teacher's permission;~~
- ~~I. _____;~~
- ~~J. _____;~~
- ~~K. _____.~~



Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	DRESS AND APPEARANCE
Code	po5511 1/28
Status	
Legal	120.13(1), Wis. Stats.

5511 - DRESS AND APPEARANCE

PURPOSE

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

The School District believes parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and do not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that allow students to observe religious customs or beliefs. School administration shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Responsibility for the personal appearance of students enrolled in the School District of River Falls shall normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress shall be considered inappropriate if it:

- (1) presents a "clear and present" danger to health and safety;
- (2) causes an interference with work or creates classroom or school disorder;
- (3) is disruptive to the school climate; or
- (4) is damaging to school property.

Student dress shall adhere to expectations outlined in student handbooks at each individual school which are annually approved by the Board of Education.

DRESS CODE ENFORCEMENT

Building administration will enforce the dress code policy. If/when staff have concerns, they should direct said concerns to administration.

Students shall not be "shamed" or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front

of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns to this dress code during the school day:

- 1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
- 2) Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
- 3) If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

ADDITIONAL CONSIDERATIONS

Special Occasions -- Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc. and/or individual coaches/advisor expectations) will be approved by school administration.

Extracurricular Activities -- The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place -- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc.

Exceptions -- Exceptions to these dress requirements are to be made as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the principal).

Aligned to Retired Policy 443.1

The Board recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

- A. () present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. () interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. () cause excessive wear or damage to school property;
- D. () prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and appearance within the building or at school-sponsored events or activities;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. obscenity;
- B. language or depictions intended to incite violence or foment hatred of others.

~~Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.~~

~~No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).~~

~~[] Development of () Dress Code () Uniform Requirements~~

~~Each school shall engage in efforts to develop a dress code that prescribes certain types of dress and that identifies building specific dress expectations. The development of the dress code shall be completed using the following guidelines:~~

~~A. () invite the participation of~~

~~() staff~~

~~() parents~~

~~() students~~

~~in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;~~

~~B. () instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;~~

~~C. () ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.~~

~~[] Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.~~

~~[] If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512 1/28
Status	
Legal	111.321, Wis. Stats. 120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq. 20 U.S.C. 7182

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The School Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The School Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The School Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It will be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. ~~(↔)~~The School Board authorizes the Superintendent to take reasonable measures related to the School Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited. **[END OF OPTION]**

It will be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It will be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It will not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

~~(↔)~~ Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict

between the School Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration will consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.

~~[] Response to Policy Violations~~

~~[] Separate from disciplinary sanctions imposed for violations of this policy, the District will address violations of this policy by students with the application of supportive disciplinary practices designed to promote recovery and reduction of tobacco and nicotine addictions and dependence. () See AG 5512— Use of Tobacco and Nicotine by Students.~~

~~[] The District recognizes the use of in school or out of school suspension for tobacco and nicotine addiction increases the likelihood of negative educational outcomes, and thereby () prohibits () discourages [END OF OPTION] exclusionary practices for students who violated this policy, including suspension and expulsion. () The participation in extra-curricular activities may not be withheld from the student unless required by outside organizations (i.e., WIAA sanctions minimum suspension policy).~~

Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product or a non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include, but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term "school property" means all facilities and property including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

~~[] The term "supportive disciplinary practices" means disciplinary practices that incorporate opportunities for students to understand the root causes of their behavior, develop positive coping strategies, and support efforts to cease the problematic conduct.~~

The term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	CARE OF DISTRICT PROPERTY
Code	po5513 1/30
Status	
Legal	120.13, Wis. Stats.

5513 - CARE OF DISTRICT PROPERTY

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property will be subject to disciplinary measures including suspension and expulsion. Also, their parents will be financially liable for such damage to the extent of the law. ~~() except that students over eighteen (18) years of age or older will be liable for damage they cause [END OF OPTION].~~

The School Board authorizes the imposition of fines for the loss, damage, or destruction of District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings or facilities. (See Policy 6152 - Student Fees, Fines, and Charges.)

~~[]~~ The Superintendent may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. Any such referral will be consistent with Policy 5540 - The Schools and Governmental Agencies.

~~[]~~ The Superintendent will develop administrative guidelines to implement this policy.

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title Vol. 35, No. 1 - November 2025 Replacement USE OF PERSONAL TRANSPORTATION DEVICES
 Code po5514 - 1/30 - Includes 35.1 Update
 Status

Replacement Policy – Vol. 35, No. 1

5514 - USE OF PERSONAL TRANSPORTATION DEVICES

The School Board regulates the utilization of bicycles, e-bikes, scooters, skateboards, hoverboards, and similar personal transportation devices, whether powered manually by an operator or powered by a mechanical means (including, but not limited to, small gas engines or electric motors). For purposes of this policy, such items are collectively referred to as "personal transportation devices" but do not include personal transportation devices needed and/or used due to a disability. Personal transportation devices necessary for use due to a student's disability are governed by other policies of the School Board. Additionally, this policy does not prevent the safe and reasonable utilization and operation of personal transportation devices when needed due to a disability. This policy does not apply to motor vehicles which are subject to Policy 5515-Student Use and Parking of Motor Vehicles.

~~[] Because of the clear and present danger of accidents in traffic, inherent to riding personal transportation devices, it shall be the policy of the School Board to prohibit the use of personal transportation devices electronically powered personal transportation devices. The School Board will allow () except () bicycles () e-bikes, () scooters, () skateboards, and () hoverboards, () _____ [END OF INTERNAL OPTIONS] by students on campus for purposes of travel to and from school. [END OF OPTION] [DRAFTING NOTE: If any exceptions are allowed in the above action, the following option should be chosen as well.]~~

~~[] The School Board regards the use of personal transportation devices for travel to and from school by students as an assumption of care, risk, and responsibility on the part of the students and parents of students. [END OF OPTION]~~

The School Board in no way regulates the utilization of personal transportation devices off School Board property and in no way takes responsibility regarding the utilization of personal transportation devices on School Board property, with the owner and operator of such devices being fully and wholly liable for any personal or property damage resulting from the operation of such devices.

The operator of a personal transportation device must observe all safety laws and rules, display courtesy and consideration toward others, and must abide by this policy as well as all laws and ordinances regarding the operation of the relevant device. Operating or bringing a personal transportation device on School Board property is a privilege and not a right. An administrator may temporarily or permanently revoke such privilege to the extent that a personal transportation device is operated in a negligent, reckless, or other manner that creates a risk of harm to the operator or others, or in a fashion that otherwise fails to comply with safety rules, laws, or ordinances. Additional disciplinary action may result from the unsafe operation of a personal transportation device on School Board property.

~~[] Under no circumstances are gas powered personal transportation devices to be operated on Board property.~~

~~[] Under no circumstances may an electric powered personal transportation device be operated on Board property at a speed that exceeds () two (2) miles per hour () _____ miles per hour [END OF INTERNAL OPTIONS]. Upon the request of an administrator, the operator of an electronic powered transportation device will dismount the device and~~

walk the device to the appropriate storage area. Failure to comply with an administrator's request to dismount and walk such a device may subject the student to disciplinary action.

[] The **School** Board will not be responsible for personal mobility devices that are lost, stolen, or damaged.

[END OF OPTIONS]

The **School** Board will not be responsible for personal transportation devices that are lost, stolen, or damaged.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	STUDENT ANTI-HARASSMENT
Code	po5517 - DAVE DONE 2/4/26 - Discuss Compliance Officers
Status	
Legal	48.981, Wis. Stats. 118.13, Wis. Stats. P.I. 9, Wis. Admin. Code P.I. 41 Wis. Admin. Code 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA) 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended 42 U.S.C. 1983 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 34 C.F.R. Part 104, Section 504 Regulations 34 C.F.R. Part 300, IDEA Regulations

5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School Board.

The School Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The School Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender 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 (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the School Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

The School Board ensures procedures will be in place to will investigate all allegations of harassment and in those cases where harassment is substantiated, the School Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The School Board ensures procedures will be in place to will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct will be addressed by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the School Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy will have those meanings defined herein; words not defined herein will be construed according to their plain and ordinary meanings.

Compliance Officer: an employee designated by the School Board to be responsible for coordinating the District's efforts to comply with state and federal nondiscrimination laws and for receiving formal complaints of pupil discrimination.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by School Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment

when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy will be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct will be addressed by Policy 2266 ~~()/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/~~()/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. rating a person's sexuality or attractiveness;
 - 3. staring or leering at various parts of another person's body;
 - 4. spreading rumors about a person's sexuality;
 - 5. letters, notes, telephone calls, or materials of a sexual nature;
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:
 - a. () _____;
 - b. () _____;
 - c. () _____.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the Superintendent.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. () a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

~~[] In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District will make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services will identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the School Board otherwise approves.~~

It is further the policy of the School Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance;⁵⁰ creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or

benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The School Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

~~**[DRAFTING NOTE: Neola suggests the School Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinators. Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer, as appropriate.]**~~

Mark Inouye
Director of Student Services/Title IX Coordinator - Students
715-425-1800
852 Division Street
River Falls, WI 54022
mark.inouye@rfsd.k12.wi.us

Nate Schurman
Director of Human Resources/Title IX Coordinator - Staff
715-425-1800
852 E. Division Street
River Falls, WI 54022
nate.schurman@rfsd.k12.wi.us

~~**Another staff member???**~~

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. () in the parent and staff handbooks.
- C. () in the School District Annual Report to the public.
- D. () on each individual school's website.
- E. () in the School District's calendar.
- F. () _____.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy will report the alleged harassment to one (1) of the Compliance Officer(s) () and the building principal or Superintendent [END OF OPTION] within two (2) days. In alignment with ACT 57, if the alleged harassment involved the sexual misconduct of a school employee or volunteer, then a report should be made to one (1) of the Compliance Officer(s) immediately. If neither Compliance Officer is available, then a report should be made to the Superintendent.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy will be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant will be encouraged to use a [report form](#) (Form will need to be updated) available from the principal of each building or available from the District office, but oral reports will be considered complaints as well. Use of formal reporting forms will not be mandated. However, all oral complaints will be reduced to writing.
- F. ~~To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the School Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals will be available outside regular school hours to address complaints of harassment that may require immediate attention.~~

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

~~Any School Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the School Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.~~

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), ~~or [] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre defined list of investigators. [END OF OPTION 1] [] Option 2 the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2].~~ The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. In the case of a complaint against the Superintendent or a School Board member, the CO will prepare recommendations for ~~[] _____ [] the School Board Attorney~~ **School Board President** ~~[END OF OPTION]~~ who has been designated to serve as the decision-maker for such complaints. All School Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or School Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator will transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who will investigate the allegation in

accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal will suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer will keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of their **understanding of the** facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the (←) Principal **and** (←) Superintendent **[END OF OPTION]** prior to any action being taken, except for complaints against the Superintendent, in which case the School Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies ~~and/or administrative procedures~~ and the School Board's anti-harassment policy will be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations will be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant will be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and will reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO will prepare and deliver a report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in School Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

↔ The CO may consult with the School Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

Generally, within five (5) days of receiving the report of the CO or designee, the Superintendent, or in the case of a complaint against the Superintendent or a School Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent. The Superintendent may redact information from the decision consistent with applicable law. The School Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent will be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The School Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The School Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the School Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint will not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent will report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement will not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event will the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy will be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO will make such recommendation to the School Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO will determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~(see Form 5517 F3 — Garrity Warning)~~

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action will be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The School Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The School Board will vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent will consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent will be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will provide appropriate information to all members of the School District community related to the implementation of this policy and will provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the School Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy will retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the School Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the School Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

~~training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]~~

~~[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~

- ~~Q. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- ~~R. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
- ~~S. () copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;~~
- ~~T. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.~~

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation will be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	WEAPONS PROHIBITED FOR STUDENTS
Code	po5772 - 1/30/26
Status	
Legal	120.13(1), Wis. Stats. 939.22(10), Wis. Stats. 941.295, Wis. Stats. 943.13, Wis. Stats. 948.605, Wis. Stats. 948.61, Wis. Stats 18 U.S.C. 921(a)(3) 18 U.S.C. 922 20 U.S.C. 7151

5772 - WEAPONS PROHIBITED FOR STUDENTS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

~~() without the permission of the Superintendent~~

~~[] This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms. [Note: This option is not recommended because of its apparent conflict with mandatory suspension and expulsion hearing requirements applicable to students found to be in possession of a firearm while at school or under the supervision of school authorities.]~~

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

~~[]~~ The Superintendent is authorized to establish instructional programs on weapons and reporting, and dealing with violations of this policy.

The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. (see Policy 5610 - Suspension and Expulsion)

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off-duty law enforcement officers, or out-of-state law enforcement officers;
- B. ~~()~~ items pre-approved by ~~()~~ a principal or ~~()~~ the Superintendent, ~~()~~ the School Board **[END OF OPTIONS]** as part of a class or individual presentation under adult supervision, including, but not limited to, Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. ~~()~~ theatrical props used in appropriate settings; and
- D. ~~()~~ a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy will report to the Superintendent or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and ~~staff~~ **employee** handbooks. Publication is not a precondition to enforcement of this policy.

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Book Neola Policy Templates for Processing
Section 5000 Students Templates
Title RELEASE OF STUDENTS TO AUTHORIZED PERSONS
Code po5230 1/28
Status

5230 - RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent will provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany ~~him/her/them~~ the student.

No student will be released to anyone who is not authorized by a parent with authority to do so.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	IMMUNIZATION
Code	po5320 1/28
Status	
Legal	120.12(16), 252.04, Wis. Stats. Wis. Adm. Code Chapter DHS 144

5320 - IMMUNIZATION

The School Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students will be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students will be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form will provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent of any student for whom record of proper immunization or a written waiver is not on file will be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice will:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements will be granted only for medical, religious, or personal convictions.

~~The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety nine percent (99%), the District will exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.~~

~~No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the School Board provides the student and the student's parent, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.~~

~~The Superintendent will establish administrative guidelines to implement this policy and comply with State law.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500 - 2/11
Status	
Legal	175.32, Wis. Stats. 118.13, Wis. Stats. 118.164, Wis. Stats. 120.13, Wis. Stats. Wis. Admin. Code P.I. 9.03 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

5500 - **STUDENT CODE OF CLASSROOM CONDUCT**

Respect for law and for those persons in authority will be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship will also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of **character**, courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent will establish procedures to carry out School Board policy and philosophy, and will hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities will be governed by the rules and provisions of the Student Code of Classroom Conduct. ➡ In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct will include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and

C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the School Board for that reason consisting of parents, students, School Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, will be reviewed by the School Board

~~(→) annually.~~

(→) periodically.

~~[]~~ Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff must still report such threats as described in Policy 8462.01 - Threats of Violence.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	BULLYING
Code	po5517.01 - DAVE DONE 2/4/26
Status	
Legal	118.46, Wis. Stats.

5517.01 - **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The School Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

Definitions

Bullying: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. ""Cyberbullying" – the use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

The School Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mails or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

Harassment: includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature 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, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

Staff: includes all school employees and School Board members.

Third parties: include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or School Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the School Board President.

Complaints against a School Board member will be filed with (→) the School Board President unless the complaint is against the President in which case the complaint will be filed with the School Board Vice President (→) another School Board member (→) the Superintendent (→) either another School Board member or with the Superintendent depending on the complainant's preference. **[END OF OPTIONS]**, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the Superintendent. ⁶⁷

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy will be investigated promptly by the Principal **or Assistant Principal**. The staff member who is investigating the report of bullying will interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws, the Principal will report the act of bullying to one (1) of the Compliance Officers who will assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying will still be investigated under this Policy.

If the matter or complaint involves the Superintendent or a member of the School Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel will conduct a prompt investigation. The School Board attorney is authorized to designate an outside third party to conduct the investigation. The School Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The School Board attorney or designee conducting the investigation will notify the complainant and parents as appropriate (in writing) when the investigation is concluded and the findings are made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District will maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline including, but not limited to, reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for School Board members. Individuals may also be referred to law enforcement officials.

The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy will not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of School Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, inform parents, take appropriate action, and conform with any discovery or disclosure obligations. All records generated under this policy and its

related administrative guidelines will be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

~~[DRAFTING NOTE: An annual summary report is not required by statute, however, this provision was included in the initial model bullying policy that the Department of Public Instruction (DPI) was required to develop by law. If your District does not provide this report annually to the School Board, do not include this language.]~~

~~[] An annual summary report will be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. [END OF OPTION]~~

Education and Training

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of bullying behavior. The Superintendent will provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the School Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Book Neola Policy Templates for Processing
Section 5000 Students Templates
Title DISORDERLY CONDUCT
Code po5520 1/30
Status

5520 - **DISORDERLY CONDUCT**

The School Board recognizes the right of each student to attend school for the purpose of receiving an education. Students involved in the disruption of the educational program of the schools by disorder or any other purposeful activity may be subject to disciplinary consequences, including, but not limited to, suspension and expulsion.

~~[-]~~ For purposes of this policy, disorder will be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The School Board, having the responsibility for providing an educational program for the students of this District, will have the authority to preserve order for the proper functioning of its program.

Students will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

~~[-] The Superintendent will develop administrative guidelines for the implementation of this policy.~~

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Section 5000 Students Templates
Title SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES
Code po5605
Status
Legal 20 U.S.C. Section 1401 et seq.
Section 504, 1973 Rehab. Act
Chapter 115, Wis. Stats.
Section 120.13(1)

5605 - SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

In matters relating to the disciplining of students with disabilities, the Board shall abide by Federal and State laws.

The District Administrator shall ~~(→)~~ establish administrative guidelines and ~~[END OF OPTION]~~ provide the laws are properly implemented when disciplining any student with disabilities.

~~[] See AG 5605 — Disciplining Students with Disabilities and AG 5605A — Disciplining a 504 Student.~~

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 Section 5000 Students Templates
 Title SUSPENSION AND EXPULSION
 Code po5610 1/30
 Status
 Legal 119.25, Wis. Stats.
 120.13, Wis. Stats.
 18 U.S.C. 921(a)(3)
 20 U.S.C. 7151
 42 U.S.C. 11431 et seq.

5610 - SUSPENSION AND EXPULSION

The School Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules. ~~(→) The School Board supports utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below. [END OF OPTION]~~

SUSPENSION

For purposes of this policy, "suspension" will be the short-term exclusion of a student from a regular District program.

The Superintendent, ~~or~~ any principal, ~~or a teacher designated by the Superintendent~~ may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days. ~~(→) Students identified with a disability may be suspended in accordance with state and federal law. AG 5605—Disciplining Students with Disabilities. [END OF OPTION]~~

The suspension must be reasonably justified based upon the grounds authorized under 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or School Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The Superintendent ~~or~~ any principal, ~~or a teacher designated by the Superintendent~~ will suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school will be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent or designee, who will be

someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record will be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The Superintendent or designee will make a finding within fifteen (15) days of the conference.

A suspended student will not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work will be completed pursuant to the procedures established by the School Board.

In the event a student is classified as homeless, the building principal will consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion will mean the School Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the School Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The School Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, will be administered at the discretion of the Superintendent who will have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the Superintendent to have been violated. The decision to revoke a student's conditional enrollment will be explained in writing. The student or student's parent may request a conference with the Superintendent within five (5) school days of a decision to revoke early reinstatement. The Superintendent will meet with the student and/or parents within five (5) school days of a request. The Superintendent's decision is final.

The Superintendent may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or School Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board will hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and will expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the School Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the School Board will be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District will refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the Superintendent will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the School Board will provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the School Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as homeless, the building principal will consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District will proceed with expulsion proceedings as outlined in this policy.

~~[] ADMINISTRATIVE GUIDELINES~~

~~The Superintendent will develop administrative guidelines to implement this policy, which will include, at a minimum:~~

- ~~A. () strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;~~
- ~~B. () procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;~~
- ~~C. () provision for completing school work when appropriate;~~
- ~~D. () reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.~~

~~[END OF ADMINISTRATIVE GUIDELINES OPTION]~~

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title ALTERNATIVE EXPULSION HEARING PROCEDURE
 Code po5610.01 - REJECT
 Status
 Legal 120.13(1)(e), Wis. Stats.

5610.01 - ALTERNATIVE EXPULSION HEARING PROCEDURE

Pursuant to Sec. 120.13(1)(e)(3), Wis. Stats., the School Board of ~~Education~~ has adopted an alternative expulsion procedure to Policy 5610 and AG 5610.

[] [Option #1]

The _____ is designated as the **School** Board's independent hearing officer who will be responsible for conducting the expulsion hearing in accordance with State law and AG 5610.01. The independent hearing officer shall not be a regular school employee.

[] [Option #2]

The School Board designates the following individuals to serve as the **School** Board's independent hearing panel that will be responsible for conducting the expulsion hearing in accordance with State law and AG 5610.01. No member of the independent hearing panel shall be a regular school employee.

- A. _____
- B. _____
- C. _____

[NOTE: END OF OPTION #2]

Within thirty (30) days after the date of the expulsion order, the School Board shall meet to review the decision and will either confirm, reverse, or modify the expulsion order. In the interim, the order of the () hearing officer () hearing panel **[END OF OPTION]** shall be enforced.

Any appeal of the **School** Board's decision shall be in accordance with Wisconsin Statute 120.13(1)(e)(3).

This policy shall be reviewed annually by the School Board prior to the start of the school year and either readopted or repealed.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS
Code	po5610.03 - REJECT
Status	
Legal	120.13(1)(e), Wis. Stats.

5610.03 - ALTERNATIVES TO EXPULSION AND RE-ENTRY PLANS

Pre-Expulsion Conference

In lieu of taking certain disciplinary cases to an expulsion hearing before the School Board, the Superintendent may conduct a pre-expulsion conference with the student and parent. The meeting will be scheduled during the student's initial suspension. Participation in this process to avoid an expulsion hearing is voluntary. If the student and the parent of a minor student refuse to participate, the Superintendent may instead move forward with the expulsion hearing.

Disciplinary cases that may be taken to a pre-expulsion conference include the following:

- A. being under the influence, or in possession of alcohol as a first-time offender while on school premises, while in any ~~School Board~~ District-owned or contracted vehicle, or at school-sponsored activities;
- B. being under the influence, or in possession of small amounts of marijuana or any other illegal drug as a first-time offender while on school premises, while in any ~~School Board~~ District-owned or contracted vehicle, or at school-sponsored activities;
- C. being in the possession of drug paraphernalia (as defined by local, State, and Federal statutes) as a first-time offender while on school premises, while in any ~~School Board~~ District-owned or contracted vehicle, or at school-sponsored activities;
- D. repeated refusal to obey School Board Policy or school rules;
- E. other conduct that meets the criteria for potential expulsion, but which the administration believes is appropriately addressed through a pre-expulsion process and appropriate re-entry plan.

Conduct specified above may still, at the discretion of the Superintendent, be referred to the School Board for an expulsion hearing without providing for the option of pre-expulsion procedures described in this policy.

If a pre-expulsion conference is held, the conference will be scheduled by the administration for the purpose of exchanging facts related to the incident, ensuring the rights of the student and parent, making a decision concerning the incident, and establishing a re-entry plan for the student in lieu of expulsion. The pre-expulsion conference, conducted by the Superintendent, will include the following:

- A. a presentation by the building administrator outlining the school rule violations and evidence supporting the allegations;
- B. an opportunity for the student and/or parent to present testimony on their behalf;

- C. a review of the stipulations of the facts of the incident;
- D. a discussion to determine the willingness on the part of the student and parent to accept a voluntary opportunity to avoid expulsion; and
- E. an agreement by the student and parent, if the student is less than eighteen (18) years of age, to complete a re-entry plan.

Re-entry Plan

For any student who participates in this expulsion alternative process, the Superintendent, in collaboration with appropriate administrators and professional staff, will create a plan for the student for re-entry to school. The plan will be designed to address behavioral concerns involved in the circumstances and to provide support to the student to mitigate the likelihood of similar conduct recurring. The plan may include the following requirements:

- A. require the student to undertake an alcohol or other drug assessment that must include a urine drug screen, a comprehensive drug/alcohol history, a review of specific adverse consequences resulting from use, full student and parent cooperation with the School Board, including the release of information regarding this assessment to the building principal. The student/parent will assume full cost of this drug assessment and subsequent treatment, if recommended;
- B. demonstrate compliance with alcohol and other drug assessment recommendations;
- C. attend an alcohol or other drug class at the expense of the student and or parent;
- D. submit to mandatory, unannounced drug screens as requested by the Principal, with the student/parent assuming the cost and presenting the evidence of the screen to the Principal;
- E. participation in mentorship programs;
- F. participation in extra-curricular activity;
- G. participation in community service;
- H. participation in appropriate counseling (ex. anger management/conflict resolution);
- I. restitution;
- J. attendance of all classes;
- K. following all school rules;
- L. restrictions on hall pass and/or parking lot privileges;
- M. refrain from engaging in similar behavior for the remainder of the student's enrollment in the District; and/or
- N. other provisions specific to the student that are designed to achieve the purpose of the plan.

The conditions and timeframe for these conditions will be included in the plan of re-entry. The student and parent of a minor student will be required to sign the plan at the pre-expulsion conference, signifying their willingness to agree to the stipulations and conditions of the agreement.

If at any time during the re-entry period, the parent and/or student chooses not to fully participate with all aspects of the re-entry plan, as presented in the pre-expulsion meeting conference, the Superintendent may proceed with an expulsion hearing before the School Board. The School Board will issue an expulsion hearing notice extending the student's suspension not to exceed a total of fifteen (15) school days as permitted by Wisconsin law.

Any record of the pre-expulsion conference and conditions will be expunged from the student's behavior record if the student does not violate the conditions of the entry plan during the specified time of re-entry. Should there be a records request from another district before the end of the re-entry period, the record of the pre-expulsion conference and re-entry plan and conditions will be included in the behavior record.

A manifestation determination review will be conducted in accordance with School Board Policy 5605 - Suspension/Expulsion of Students with Disabilities before offering and implementing a re-entry plan in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

If a student with a disability and parent(s) choose not to avail themselves of the option outlined in the re-entry plan, the School Board will proceed with the expulsion process, in accordance with procedures laid out in IDEA and School Board Policy 5605 - Suspension/Expulsion of Students with Disabilities.

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	CORPORAL PUNISHMENT
Code	po5630 1/30
Status	
Legal	118.305, Wis. Stats. 118.31, Wis. Stats.

5630 - **CORPORAL PUNISHMENT**

While recognizing that students may require disciplinary action in various forms, the School Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. In accordance with State law, corporal punishment will not be permitted.

No official, employee, or agent of the School Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the School Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Officials, employees, or agents of the School Board may use:

- A. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others under 939.48, Wis. Stats.;
- D. ~~reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;~~
- E. ~~reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats., or from school-related activities;~~
- F. reasonable and necessary force to prevent a student from inflicting harm on **himself/herself**; ~~himself/herself~~;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact designed to maintain order and control.

If any official, employee, or agent of the School Board intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, **s/he/they** may be subject to discipline up to and including discharge by this School Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents. **79**

The corporal punishment policy and statute will be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

~~[] The Superintendent will provide administrative guidelines which will include a list of alternatives to corporal punishment.~~

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Book	Neola Policy Templates for Processing
Section	5000 Students Templates
Title	USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS
Code	po5630.01 - DL EDITS 2/7/26
Status	
Legal	Individuals with Disabilities Education Act, as amended Chapter 115 and 118 (115.787 and 118.305), Wis. Stats.

5630.01 - **USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS**

It is the policy of the School Board to permit the use of seclusion and physical restraint only when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible, and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" will comply with State and Federal law regarding the use of seclusion and physical restraint.

"Incident" is defined as an occurrence of a covered individual or a law enforcement officer using seclusion or physical restraint on a student. It is considered one incident if, immediately following the use of seclusion or physical restraint on a student, the student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others, and a covered individual or law enforcement officer resumes the use of seclusion or physical restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others, and it is the least restrictive intervention feasible.
- B. The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
- C. A covered individual maintains constant supervision of the student.
- D. The seclusion room or area is free of objects or fixtures that may injure the student.
- E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.
- F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked or has a lock on it.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her/their torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

- A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others, and it is the least restrictive intervention feasible.
- B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.
- C. There are no medical contraindications to the use of physical restraint.
- D. None of the following maneuvers or techniques are used:
 1. those that do not give adequate attention and care to protecting the student's head
 2. those that cause chest compression
 3. those that place pressure or weight on the student's neck or throat
 4. those that constitute corporal punishment as defined in 118.31(1), Wis. Stats.
 5. those that place the student in a prone position

Mechanical or chemical restraint cannot be used on the student. The following does not constitute the use of mechanical restraint:

- A. the use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff;
- B. the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he/the student is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

A parent is specifically defined as the parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Whenever a covered individual or a law enforcement officer uses seclusion or physical restraint with or on a student, the Principal will notify the student's parent as soon as practicable, but no later than one (1) business day after the incident. The notice will advise the parent of the incident and of the availability of the written report.

~~[] Written notification to the parent and documentation to the student's official school record will include the following:~~

- ~~A. the name of the student;~~
- ~~B. name of the staff member(s), any law enforcement officers present for and/or administering the seclusion or physical restraint;~~
- ~~C. date of the seclusion or physical restraint and the time that the seclusion or physical restraint began and ended;~~
- ~~D. location of the seclusion or physical restraint;~~
- ~~E. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint, and the efforts made to de-escalate the situation, and alternatives to seclusion or physical restraint that were attempted; and~~
- ~~F. documentation of all parental contact and notification efforts.~~

[END OF OPTION]

The Principal will prepare this written report, in consultation with the individuals involved, and any law enforcement officials present during the incident, within two (2) business days of the incident. The written report will include details of the student and staff involved in the incident, the description of the incident, and the actions of the student before, during, and after the incident.

The Principal will meet with the individuals who participated in the incident to discuss the following:

- A. the events preceding, during, and following the use of seclusion or physical restraint;
- B. how to prevent the need for seclusion or physical restraint, including the factors that may have contributed to the escalation of behaviors;
- C. alternatives to physical restraint, including de-escalation techniques, and interventions, and other strategies.

The written report will be retained as a record by the school district within three (3) business days of the incident, and the report will be sent to the student's parent by 1st class mail, by electronic transmission, or hand-delivered to the student's parent.

In addition, the school principals will be required to prepare and present an annual report to the School Board by October 1, of including the number of incidents involving seclusion or physical restraint, the total number of students involved, and the number of students with disabilities involved in such incidents.

Annually, by December 1, the School Board will submit its report to the State Superintendent.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the second time that seclusion or physical restraint is used on a "child with a disability," within the same school year, the student's Individual Education Program (IEP) team must convene as soon as possible after the incident, but no later than ten (10) days after the incident. The IEP team will review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors and any and all interventions and supports to assist related to that behavior that are of concern, and to revise the IEP if necessary.

Mandatory Training for Staff

Staff who engage in the lawful use of physical restraint will obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the Superintendent will create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint.

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum, the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for a Violation of This Policy

In addition to any penalty prescribed by law, the Superintendent is directed by this policy to see that a School Board employee who intentionally, knowingly, or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A School Board District employee engages in conduct "intentionally" if, when s/he the employee engages in the conduct, it is his/her their conscious objective to do so. A School Board District employee engages in conduct "knowingly" if, when s/he the employee engages in the conduct, s/he the employee is aware of a high probability of a violation of this policy. A School Board District employee engages in conduct "recklessly" if s/he the employee engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No ~~School Board~~ District employee will be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

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Book Neola Policy Templates for Processing
 Section 5000 Students Templates
 Title Revised Policy - Spec. Upd. - School Support Organizations - November 2025 - STUDENT FUNDRAISING
 Code po5830 - Includes SS0 SPECIAL UPDATE - DAVE DONE 2/4/26
 Status
 Legal 103.23, Wis. Stats.

Revised Policy - Spec. Upd. - School Support Organizations

5830 - **STUDENT ~~FUND-RAISING~~FUNDRAISING**

The School Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy, "student ~~fund-raising~~fundraising" will include the solicitation and collection of money from students for any purpose and will include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led ~~Fund-Raising~~Fundraising for School-Related Organizations

The School Board will permit student ~~fund-raising~~fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the School Board.

~~[-] Contracts~~ Agreements with vendors for student fundraising activities will establish the

~~(-) profit per item~~

(-) percentage of the profit

that will be earned by the sponsoring organization, regardless of whether that activity is conducted on or off school property.

[END OF OPTION]

School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the School Board. ~~(-) If the fundraiser is expected to exceed _____ dollars it will have Superintendent's approval. [END OF OPTION]~~ The School Board requires that ~~fund-raisers~~fundraisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization will be permitted two (2) ~~fund-raising~~fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, ~~fund-~~

~~raisers~~ **fundraisers** that involve the sale, to students, of food items or beverages to be consumed on District property will not compete directly with the sale of reimbursable meals. Each exempt ~~fund-raiser~~ **fundraiser** cannot be longer than two (2) consecutive weeks.

~~Fund raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.~~

~~Fund raising off school grounds may be permitted by the Superintendent.~~

~~Fund raising~~ **Fundraising** by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent. If the ~~fund-raising~~ **fundraising** activity ~~will involve~~ **involves** students under age twelve (12), such students' parents must provide written permission for the student to participate in the **fundraising** activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All funds raised must be deposited in accordance with Policy 6630 - Cash Handling and Deposits.

~~[] The fundraiser's donation and withdrawal reports must be filed with the () _____ () Principal [END OF OPTION], verified against deposits, and retained for audits and routed to the _____ Business Office for internal controls. [END OF OPTION]~~

~~[] All contributions made to the school or District through these student fund raisers, either in kind or in cash need to be reported in a consolidated electronic, auditable form to () _____ () Principal [END OF OPTION], and also provided to the _____ for proper accounting. [END OF OPTION]~~

~~[] Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the~~

~~() School Board.~~

~~() Superintendent.~~

[END OF OPTIONS]

~~[] Raffles and all games of chance are prohibited. [DRAFTING NOTE: This choice should be consistent with the choice made in Policy 9160 – Public Attendance at School Events.]~~

~~[] Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom, may be permitted, but only with the specific approval~~

~~() of the _____ Superintendent.~~

~~OR~~

~~() of the School Board upon the recommendation of the Superintendent.~~

~~[DRAFTING NOTE – This option should be made consistent with Policy 6605 – Crowdfunding.]~~

[END OF OPTIONS]

All other fund raising will be done in accordance with School Board Policy 9700.

~~] The Superintendent will establish administrative guidelines for the solicitation of funds which will:~~

- ~~A. specify the times and places in which funds may be collected;~~
- ~~B. describe permitted methods of solicitation which do not place undue pressure on students;~~
- ~~C. limit the kind and amount of advertising for solicitation;~~
- ~~D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;~~

E. ~~limit the number of fund-raising events.~~

All other fundraising will be done in accordance with School Board Policy 9700 - Relations with Non-School Affiliated Groups.

~~[] The Superintendent will distribute this policy and any administrative guidelines which that implement it to each organization granted permission to solicit funds.~~

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