



**NOTICE OF THE MEETING OF THE  
POLICY COMMITTEE MEETING  
SCHOOL DISTRICT OF NEW LONDON  
Thursday, February 6, 2025**



**PURPOSE:**

The purpose of this committee is to develop, evaluate, and make recommendations for the implementation of policy.

**RESPONSIBILITIES:**

**To support and achieve the purposes of the Policy Committee, the following responsibilities will be incorporated into the Committee's activities and functions:**

- Review and/or revise policies.
- Stay current in the field of school law.
- Conduct research into best-practices.
- Seek input from affected individuals.
- Develop policy drafts in the district's format consistent with the philosophy, culture and goals of the Board.
- Recommend draft policies for Board consideration and action.

Public notice is hereby given, as required by law, that the meeting of the Policy Committee of the School District of New London will be held at **2:30 p.m. on Thursday, February 6, 2025**, at the District Administration Building, 901 West Washington Street, New London, Wisconsin 54961.

Matters to be taken up and discussed at this meeting are as follows:

**A. Public Input**

**B. Policy/Administrative Guideline review and discussion:**

- 458 Wellness
- 810 School-Community Relations Goals (Section Title)
- 811.1 District Parent Involvement
- 820 Public Information Program (Section Title)
- 822.1 Videotaping of Board of Education Meetings
- 823 Access to Public Records
- 830 Use of District Property; Accessibility of Facilities, Programs and Services (Section Title)
- 830 Use of School Facilities
- 831 Tobacco Use on School Premises
- 832 Weapons
- 840 Public Gifts to the Schools (Section Title)
- 840 Gifts to the School District
- 850 Public Solicitations on School Premises (Section Title)
- 851 Commercial and Promotional Sponsorship Deals
- 852 Distribution of Materials on School Premises
- 860 Visitors to the Schools (including presence on school property) (Section Title)

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Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a "meeting" of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

- 860 School Visitors
- 870 *Public Complaints (Section Title)*
- 870 Public Complaints
- 880 *Relations with Community Organizations and Governmental Agencies (Section Title)*
- 881.3 Sunday/Wednesday Night Activities for Public School Students
- 882.1 Police/School Liaison Program
- 882.11 Police/School Liaison Officer (Job Description)
- 890 *Relations with Education Agencies (Section Title)*

C. Establish date and time for next meeting

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**SCHOOL DISTRICT OF NEW LONDON  
POLICY REVIEW**

<b>Name of Policy</b>	<b>Policy Changes</b>	<b>Admin Guideline Changes</b>
458 Wellness	No changes (discussion about Food Service Review)	No changes
<i>810 School-Community Relations Goals (Section Title)</i>		
811.1 District Parent Involvement	No changes	No changes
<i>820 Public Information Program (Section Title)</i>		
822.1 Videotaping of Board of Education Meetings	Update to remove language regarding broadcasting on cable	N/A
823 Access to Public Records	Update job title	Update job title
<i>830 Use of District Property; Accessibility of Facilities, Programs and Services (Section Title)</i>		
830 Use of School Facilities	Update language	Update language
831 Tobacco Use on School Premises	Update language	Update language
832 Weapons	No changes	No changes
<i>840 Public Gifts to the Schools (Section Title)</i>		
840 Gifts to the School District	No changes	N/A
<i>850 Public Solicitations on School Premises (Section Title)</i>		
851 Commercial and Promotional Sponsorship Deals	No changes	No changes
852 Distribution of Materials on School Premises	Update language	No changes
<i>860 Visitors to the Schools (including presence on school property) (Section Title)</i>		
860 School Visitors	No changes	No changes
<i>870 Public Complaints (Section Title)</i>		
870 Public Complaints	No changes	No changes
<i>880 Relations with Community Organizations and Governmental Agencies (Section Title)</i>		

881.3 Sunday/Wednesday Night Activities for Public School Students	No changes (discussion on family and community commitments)	N/A
882.1 Police/School Liaison Program	No changes	No changes
882.11 Police/School Liaison Officer (Job Description)	No changes	N/A
<i>890 Relations with Education Agencies (Section Title)</i>		



## **SCHOOL DISTRICT OF NEW LONDON**

## **POLICY 458**

### **WELLNESS**

The Board of Education will promote healthy schools by including, but not limited to, supporting social, emotional, mental, nutritional, and physical health as part of the total school environment for students and staff.

ADOPTION DATE: June 12, 2006

REVISION DATE(S): February 12, 2018; March 25, 2019

REVIEW DATE(S): February 13, 2019

CROSS-REFERENCE: Administrative Guideline  
Policy 374 Fundraising and Collection of Money

LEGAL REFERENCE: USDA Policy Memorandum, SP 36-2014, 42 U.S.C  
Chapter 13, 1751 & 1771, 7 C.F.R. Parts 210 & 213,  
Healthy, Hunger Free Kids Act, WI PI 8.01 (2) (i) 2

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 458 - WELLNESS**

A. The goals of the district's wellness policy are to:

1. Promote healthy food, beverage and snack options that are appropriate nutritional value with the following objectives:
  - a. School lunch/breakfast programs will meet or exceed the USDA's guidelines for nutritional standards.
  - b. Any snacks available for sale during the school day will be consistent with the Smart Snacks in School Standards.
  - c. Food and beverages for sale during the school day will be consistent with federal guidelines.
  - d. Marketing or advertising at schools can only be for options that meet the Smart Snacks in School nutritional guidelines.
  - e. The district encourages food, beverages and snacks served outside the school day include healthy choices.
    - (1) Student activity groups, Parent/Teacher Organizations (PTO's) and booster clubs are separate entities of the district but will be encouraged to offer healthy options when appropriate.
2. Provide a positive environment and appropriate knowledge regarding nutrition and physical activity.
  - a. The school curriculum will develop the knowledge, attitudes, skills, and behaviors for life-long healthy eating habits and physical activity.
  - b. The cafeteria should be a relaxed, clean, and pleasant environment, with adequate time to eat and convenient access to hand washing facilities.
  - c. The physical education curriculum will teach the importance of physical exercise by exposing students to a wide range of physical activities to develop their knowledge and skills to be physically active for life.
  - d. The district will assist students in the interpretation of their personal fitness assessments and compare them to national physical activity recommendations.

3. The Food Service Management Company (FSMC) shall meet or exceed the USDA's guidelines for nutritional guidelines in all breakfast, lunch and snack programming.
  - a. The district prohibits the sale of food or beverages that are in direct conflict with the lunch/breakfast.
  - b. The FSMC will expand and explore menu offerings based on nutritional content and student preferences by:
    - (1) Exceeding the minimum nutritional guidelines required by the National School Lunch Program.
    - (2) Offering, promoting, and displaying food items high in nutritional value.
    - (3) The FSMC shall involve students in the offering available for breakfast, lunch and snack options. The FSMC will provide educational opportunities on the requirements of these options to ensure students understand the barriers that may be present for programming.
    - (4) Explore opportunities in the Farm to School program and local growers of foods and vegetables that meet the USDA standards.
  - c. Make every effort to follow the District Nutrition Guidelines when determining items for a la carte sales.
    - (1) When a la carte items that do not meet the District Nutrition Guidelines are served, limit the quantity sold for student consumption (i.e., quantity to an individual student).
4. Provide time for students to engage in physical activities.
  - a. Physical education classes or physical activity opportunities will be made available for all students before school, during school (recess), or after school on a regular basis.
  - b. Children should accumulate at least 60 minutes, and up to several hours of age appropriate physical activity on all, or most days of the week.
  - c. Children should participate in several bouts of physical activity lasting 15 minutes or more each day.
  - c. Children should participate each day in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.

- d. Extended periods (periods of two hours or more) of inactivity are discouraged for children, especially during daytime hours.
- 5. Maintain a Wellness Committee.
  - a. The committee will guide implementation, monitoring, evaluating, and revising this policy as necessary.
  - b. The committee will serve as a resource to school sites.
  - c. The committee will facilitate the implementation of the district nutrition and physical activity standards.
  - d. The committee will assure that staff development includes nutrition and physical activity issues.
  - e. The committee will assist in preparing the triennial report to the Board of Education.
  - f. The committee will encourage all school staff to improve their own personal health and wellness.
- 6. Encourage staff and students to utilize nutritious food choices or non-food items for incentives.
  - a. Staff are encouraged to use non-food items as incentives.
  - b. Food incentives given to students should meet the nutritional standards for Smart Snacks in School.
- 7. Encourage families to consider the district's wellness policy.
  - a. Include healthy snack options in communications from school.
  - b. Notify families of the district's Wellness policy and encourage families to consider it when providing classroom treats.
- B. The implementation and oversight of this policy will be evaluated by the District Administrator or designee. They shall monitor the districtwide implementation of this policy to ensure that the policy meets or exceeds the guidelines required by local, state and federal guidelines. The policy committee will review the policy and provide any recommendations for changes or improvement as necessary.
  - a. A triennial assessment of the policy will be conducted by the District Administrator or designee and the results will be communicated at a regularly scheduled Board meeting.
- C. The district will actively inform families and the public each year on the basic information about this policy. The information will be included in student/parent handbooks, newsletters, Food Service Management Company (FSMC) website, and the district's website. Students are encouraged to

provide feedback to building principals and the FSMC Manager if choices are not available for breakfast, lunch or snacks.

ADOPTION DATE:	June 12, 2006
REVISION DATE(S):	February 12, 2018
REVIEW DATE(S):	February 13, 2019
CROSS-REFERENCE:	Policy 458 Wellness Policy 374 Fundraising and Collection of Money,
LEGAL REFERENCE:	USDA Policy Memorandum, SP 36-2014, 42 U.S.C Chapter 13, 1751 & 1771, 7 C.F.R. Parts 210 & 213, Healthy, Hunger Free Kids Act, WI PI 8.01 (2) (i) 2

## **SCHOOL DISTRICT OF NEW LONDON**

## **POLICY 811.1**

### **DISTRICT PARENT INVOLVEMENT**

- A. The district and the parents of students from the district's schools have jointly developed the following parent involvement policy. The policy will be implemented by the District Administrator or designee as set forth in the rules and incorporated into the district's plan.
- B. The district will provide coordination, technical assistance and other support necessary to assist schools in developing strong parent involvement to improve student academic achievement and school performance.
- C. The district will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other district and community programs that encourage and support parents in more fully participating in the education of their students.
- D. The district will annually evaluate, with parents, the effectiveness of the policy in academically improving district schools.
- E. Each district school will have a written parent involvement plan developed jointly with parents and school staff. A copy of each school's plan will be shared annually with parents and staff. A copy will also be on file with the office of the District Administrator/designee.
- F. Each district school will have a Building Leadership Team. Every effort will be made to include parent representatives who reflect the demographics of the student population.

ADOPTION DATE: March 13, 2006

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wisconsin Statutes  
Wisconsin Administrative Code  
ESEA 2001

No changes

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 811.1 - DISTRICT PARENT INVOLVEMENT**

- A. **Parent Involvement District** – Parents must be involved with district improvements including serving on committees that develop, implement, and evaluate such improvements.
- B. Parents must be involved in the implementation of the district's ESEA (Elementary and Secondary Education Act) title programs.
  - 1. Title I – Improving the Academic Achievement of the Disadvantaged. The district and every school using Title I funds must develop jointly with parents of children participating in Title I programs a written parent involvement policy. Parents must agree to the policy, and the district must distribute the policy to parents and the community. The district or schools may amend current parent involvement policies that involve parents to meet the new requirements.
  - 2. Title II, Part D – Enhancing Education Through Technology. School districts applying for Title II, Part D, funds must have in place a process for effective use of technology to promote parent involvement and increase home-school communication. The process must include efforts to regularly inform parents about technology used in the educational program.
  - 3. Title III – Language Instruction for Limited English Proficient and Immigrant Students. School districts using Title III funds must implement an effective means of outreach to parents of limited English proficient children. The outreach must inform parents how they can be involved in their children's education and be active participants in helping their children learn English and achieve academically. Outreach will include holding, and sending notices of opportunities for, regularly scheduled meetings with parents of LEP children to formulate and respond to parent recommendations.
  - 4. Title IV, Part A – Safe and Drug-Free School Activities. Districts that receive safe and drug-free school funds must inform and involve parents in violence and drug abuse prevention programs and activities. Schools should make reasonable efforts to inform parents of the content of such programs or activities. If a parent submits a written request, the school must withdraw a student from the program or activity. The district must have "meaningful and ongoing" input from parents in developing drug and violence prevention activities and should work to promote the involvement of parents in these activities.

5. Title V, Part A – Promoting Informed Parental Choice and Innovative Programs. School districts receiving Title V funds under Part A, Innovative Programs, must systematically consult with parents of elementary and secondary students attending district schools on the spending of these funds and in planning, designing, and implementing innovative assistance programs.
- C. The district will offer technical assistance and coordination to help schools plan parent involvement activities to improve student and school academic performance and build school and parent capacities for strong parent involvement in a variety of ways.
1. The district will provide and maintain a district website which includes links to each individual school and a template describing the minimum content to be included on each individual school's site. The template will include location, contact information, names and school e-mail addresses, school newsletters, volunteer opportunities, school activities, calendars, PTO/PTA information, Building Leadership Team information, and an evaluation/response form.
  2. The district website will include district standards and benchmarks by grade level and subject area, district calendar, and job description for volunteer positions.
  3. The district will annually organize staff workshops on how to encourage parental involvement and how to appropriately work with volunteers. It is expected that school staff will solicit volunteer involvement and will extend personal invitations for parental involvement.
  4. The district will develop a standardized template for assessment of parent involvement opportunities. These data will be collected and analyzed each year for improvements in the following year.
  5. The district will assist schools in developing and implementing effective parent involvement policies that include the six types of parental involvement detailed by Joyce Epstein: (such assistance will include training, workshops, and/or consultants)
    - a. Communicating – communication between home and school is regular, two-way, and meaningful.
    - b. Parenting – parenting skills are promoted and supported.
    - c. Student learning – parents play an integral role in assisting student learning.
    - d. Volunteering – parents are welcome in the school and their support and assistance are sought.



- e. School decision-making and advocacy – parents are full partners in the decisions that affect children and families.
    - f. Collaborating with the community – community resources are used to strengthen schools, families, and student learning.
  - 6. District personnel will meet at least annually with personnel from within the district (e.g., ELL, EC) and with community education programs (e.g., Head Start, Birth to Three) to encourage and support parents in more fully participating in the education of their students.
- D. Annual evaluation.
- 1. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy. The district will invite parents representing the demographics of the district, including parents of Title I students, to participate in this annual evaluation.
  - 2. The evaluation will specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:
    - a. Are economically disadvantaged.
    - b. Have disabilities.
    - c. Have limited English proficiency.
    - d. Have limited literacy.
    - e. Are of any racial or ethnic minority background.
    - f. Are parents of migratory children.
  - 3. The district will use the findings of the evaluation to design strategies for more effective parental involvement and, if necessary, to revise this policy.
  - 4. The district will provide such other reasonable support for parental involvement activities as parents and schools may request.
- E. **Parent Involvement – School.** Development of school plan.
- 1. Each school will have a written parent involvement plan jointly developed with, agreed to, and distributed to all parents. As much as possible, these parent representatives should reflect the demographics of the student population. For schools receiving Title I funds, parents of Title I students must be involved. The plan must be made available to the community and updated periodically.

2. Each school will involve parents in developing school improvement plans through involvement in school Building Leadership Teams and the Parent Advisory Council.

F. Plan Dissemination.

1. During the first quarter of each school year, a revised plan will be adopted to:
  - a. Inform parents about the parent involvement plan and how they can be involved in the planning, review, and improvement of this plan.
  - b. Provide parents with timely information about school programs, school curriculum, assessments used by the school to measure student achievement, and proficiency levels students are expected to meet.
  - c. Additionally, all elementary schools must include information on Title I programming.
2. Annual reviews:
  - a. Each school must conduct an annual review of the school's parent involvement plan which addresses the barriers to greater parental participation. Findings of the review will be used to design strategies for more effective parental involvement, and if necessary, to revise the school plan. The annual review will include use of the standardized template for assessment of parent involvement opportunities developed by the district. A written report will be shared by each principal with the District Administrator/designee.
  - b. All parent comments will be included in the report to the school district.

G. School-parent compact.

1. The school-parent involvement plan must describe how the school will develop jointly with parents a school-parent compact for all children served by Title I. The compact must outline how students, parents, and staff will share responsibility for improved student achievement and how parents and the school will build and develop partnerships to achieve state expectations for student achievement. The compact must describe:
  - a. The school's responsibility to provide high-quality curriculum and instruction in a supportive learning environment.
  - b. The parent's responsibility for supporting children's learning, such as monitoring attendance, homework completion, and television

watching; volunteering at school; participating in decisions in their children's education, and positive use of time outside of school.

- c. The importance of ongoing parent-teacher communication, including elementary schools' plans to offer at least one annual parent-teacher conference to discuss the parent-teacher compact and all schools' plans to report children's progress frequently to parents and communicate how parents can contact staff, volunteer in their children's classrooms, and observe classroom activities.

H. School responsibilities for building capacity for parent involvement.

1. As part of efforts to improve student achievement, each school will implement the following practices to build school capacity for parent involvement:
  - a. Help parents understand state and local assessment of their children's progress and how to monitor progress and work with educators.
  - b. Provide parents with materials and training to improve their children's achievement, such as literacy training and use of technology.
  - c. Educate teachers, administrators, and other school staff about the value of and methods of reaching out to parents as equal partners.
  - d. Integrate parent involvement efforts with other school and community programs.
  - e. Ensure that information about school and parent programs is in a format and language parents can understand.
  - f. Respond in a timely manner to parent requests for opportunities to meet regularly and participate in decisions about the education of their children.
2. Schools and districts must inform parents of the existence and purpose of parental information and resource centers to provide training, information, and support to parents and those who work with parents, districts, and schools. Wisconsin's PIRC (Parental Information and Resource Centers) is Parents Plus of Wisconsin.
3. Each school's parent involvement plan will specify how the school will work to foster and improve six types of parental involvement:
  - a. Communication – communication between home and school is regular, two-way, and meaningful.
  - b. Parenting – parenting skills are promoted and supported.

- c. Student learning – parents play an integral role in assisting student learning.
- d. Volunteering – parents are welcome in the school and their support and assistance are sought.
- e. School decision-making and advocacy – parents are full partners in the decisions that affect children and families.
- f. Collaborating with the community – community resources are used to strengthen schools, families, and student learning.

ADOPTION DATE: March 13, 2005

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 811.1 District Parent Involvement

LEGAL REFERENCE: Wisconsin Statutes  
Wisconsin Administrative Code  
ESEA 2001

No changes

## SCHOOL DISTRICT OF NEW LONDON

## POLICY 822.1

### DIGITAL VIDEO RECORDING OF BOARD OF EDUCATION MEETINGS

The School District of New London ~~Regular~~ Board of Education meetings will be visually recorded for ~~viewing via the school district's website, broadcasting on the local governmental access cable channel, as well as the district's digital video communication network, if available.~~ The record shall be kept for one (1) year (Exhibit 1). During that period the recording is made available for viewing by the public.

Public forum will not be recorded for broadcasting. Sensitive issues concerning personnel or students potentially may be presented. NOTE: A summation of comments made in public forum will be included in board minutes.

ADOPTION DATE: December 13, 1999

REVISION DATE(S): March 8, 2021

REVIEW DATE(S):

CROSS-REFERENCE: Exhibit 1, Letter from Wisconsin Department of Administration

LEGAL REFERENCE:

Update language

REC'D JUN 10 2005

STATE OF WISCONSIN  
PUBLIC RECORDS BOARD

JIM DOYLE  
GOVERNOR  
Steve Hirsch  
EXECUTIVE SECRETARY



WISCONSIN DEPARTMENT OF  
ADMINISTRATION

June 7, 2005

Bill Fitzpatrick, District Administrator  
School District of New London  
901 W. Washington St.  
New London, Wi. 54961

Dear Mr. Fitzpatrick:

At the June 6, 2005 meeting the Public Records Board approved your request to destroy videotape broadcasts of the monthly Board of Education meetings after one year per your January 27, 2005 request. In fact the retention period can be reduced to destruction no sooner than 90 days if you decide that one year is longer than you need to retain these records for administrative purposes.

These broadcast records do not have historical value and therefore the Wisconsin Historical Society is waiving the notification requirement contained in Wis. Stat. 19.21 (6) for these records.

Sincerely,

A handwritten signature in dark ink, appearing to read "Steve Hirsch", written in a cursive style.

Steven Hirsch

cc: Virginia Fritsch, WHS

**ACCESS TO PUBLIC RECORDS**

The School Board will allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of the records of the District, except that the building principal is designated as the legal custodian of student records. **The Director of Business and Human Resource Services** is designated as the deputy to act as legal custodian of records maintained in a publicly owned or leased building in the absence of the legal custodian or as otherwise required to respond to requests for records.

The legal custodian will safely keep and preserve the records and has full legal power to render decisions and carry out duties related to those public records maintained by the District. Requests for access to records will be referred to the legal custodian. The legal custodian will determine whether a District record must be made available for inspection and/or copying by a requestor, or whether the request may be denied, in accordance with legal provisions.

ADOPTION DATE: March 12, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
~~Exhibit 1, Public Records Notice and Fee Schedule~~  
Policy 347 Control, Maintenance, and Confidentiality of Student Records

LEGAL REFERENCE: Chapter 19, Subchapters II and IV, Wisconsin Statutes  
Sections 120.13(28), Wisconsin Statutes

**Update job title**



## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE GUIDELINE 823 - ACCESS TO PUBLIC RECORDS

#### A. Definitions:

1. "Authority" means any of the following having custody of a record: the School Board, committees, the Board President, Vice President, Clerk and Treasurer, other school officials and subunits of the Board.
2. "Legal Custodian" means any person or position designated in Section C or otherwise designated by law to carry out responsibilities under Board policy and these procedures and public records law.
3. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. "Record" does not include:
  - a. Drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working;
  - b. Materials which are purely the personal property of the custodian and have no relation to his or her office;
  - c. Materials to which access is limited by copyright, patent or bequest; and,
  - d. Published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.
4. "Local public offices within the district" include: Board members, District Administrator, **Director of Business and Human Resource Services**, Director of Teaching and Learning, Director of Pupil Services, Principals, Assistant Principals.

#### B. Legal custodians.

1. The District Administrator has been designated as the legal custodian of records on behalf of any District authority identified in Section A, 1 above.



2. The Director of Business and Human Resource Services is designated as the deputy to act as legal custodian of records maintained in a publicly owned or leased building in the absence of the legal custodian or as otherwise required to respond to requests for records.
  3. The legal custodian(s) has the full legal power to render decisions and carry out the duties of the authorities identified in Section A, 1. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.
  4. The legal custodian of records and other employees involved in collecting, maintaining, using, providing access to, sharing or archiving record information will receive training on their duties and responsibilities relating to the collection, maintenance, use, providing access to, sharing or archiving record information. They will also be informed of their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.
- C. Public records notice. The District Administrator will provide the notices to the public and employees as required by state law.
- D. Public access to records and associated fees.
1. Except as provided in Section G, any person has a right to inspect a record and to make or receive a copy of any records as provided in state law. (Legal custodians should have access to and read Section 19.35 of the state statutes.)
  2. Records will be available for inspection and copying during all regular office hours.
  3. A requestor will be permitted to use facilities comparable to those available to District employees to inspect, copy, or abstract a record.
  4. The legal custodian may require supervision of the requestor during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
  5. A requestor will be charged a fee for the cost of copying and locating records as follows:
    - a. The fee for photocopying will be a minimum of 1525 cents per page.
    - b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing will be charged.

- c. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or videotapes will be charged.
- d. If mailing or shipping is necessary, the actual cost thereof will also be charged.
- e. There will be no charge for locating a record unless the actual cost thereof exceeds \$50.00 in which case the actual cost will be determined by the legal custodian and billed to the requestor.
- f. The legal custodian will estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
- g. Elected officials and employees of the District will not be required to pay for public records they may reasonably require for the proper performance of their official duties.
- h. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.
- i. The legal custodian may not sell or rent a record containing an individuals' name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.
- j. If the requestor is a prisoner or is a person confined in a federal correctional institution located in Wisconsin, and he/she has failed to pay any fee that was imposed for a request made previously by the requestor, the legal custodian may require prepayment both of the amount owed for the previous request and the amount owed for the current request.

E. Access procedures.

- 1. A request to inspect or copy a record will be made to the legal custodian or deputy. The request will be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if the record is kept at a private residence or if security reasons or federal law so dictate, identification may be required. Mail requests may not be denied unless a fee prepayment is required under Section E(5)(f).

2. Each legal custodian, upon request for any record, will, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's denial. Record requests will be approved or denied consistent with legal requirements and these procedures. If the legal custodian decides to permit access to certain types of records of employees or individuals who hold a local public office (e.g., records containing information related to an employee created or kept as a result of an investigation into a disciplinary matter; records obtained through a subpoena or search warrant), the following actions will be taken before the records are released to the public:
  - a. The legal custodian will give the appropriate notice to the record subject; and,
  - b. The record subject will be afforded the rights outlined in state law.
3. A request for a record may be denied as provided in Section F. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five business days of the oral denial. If a written request is denied in whole or in part, the requestor will receive a written statement of the reasons for the denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court by mandamus under S. 19.37(1) of the statutes, or a district attorney.

F. Limitations on the right to access.

1. As provided by state law, the following records are exempt from disclosure under these procedures:
  - a. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law. Student records are exempted as provided by section 118.125 of the statutes.
  - b. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.
  - c. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
  - d. A record or any portion of a record containing information qualifying as a common law trade secret.

- e. Unless access is specifically authorized or required by statute, records containing the following information:
  - i. Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.
  - ii. Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.
  - iii. Information relating to one or more specific employees that is used for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference or other comments or ratings relating to employees.
  - iv. The home address, home electronic mail address, home telephone number, or social security number of an employee or an individual who holds a local public office, unless the employee or individual authorizes the authority to provide access to such information. This does not apply to the home address of a school board member.
  - v. A record prepared or provided by an employer performing work on a public works project or on which the district is otherwise required to pay prevailing wages, if that record contains the name or other personally identifiable information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information. "Personally identifiable information" does not include an employee's work classification, hours of work, or wage or benefit payments received for work on such a project.
- f. Except with respect to a final candidate, any record related to the application that may reveal the identity of the applicant if the applicant indicates in writing that the applicant does not wish the authority to reveal his/her identity. "Final candidate" includes, whenever there are at least five candidates for a position/office, each of the five candidates who are considered most qualified, and whenever there are less than five candidates, each such candidate.
- g. Any record containing personally identifiable information as defined in state law that is collected or maintained in connection with a complaint, investigation, or other circumstances that may

lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any such record that is collected or maintained in connection with such an action or proceeding, if the requestor is an individual or person authorized by the individual to inspect any record containing personally identifiable information pertaining to the individual.

- h. Any record containing personally identifiable information as defined in state law that, if disclosed, would endanger an individual's life or safety or identify a confidential informant, if the requester is an individual or person authorized by the individual to inspect any record containing personally identifiable information pertaining to the individual.

- 2. If a record contains information that may be made public and information that may not be made public, the legal custodian of records will provide the information that may be made public and delete the information that may not be made public from the record before release.
- 3. A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the district's legal counsel in making such determinations. The legal custodian will follow the procedures in Section F, 3 above and in state law when the access to a record in whole or part, is denied.

G. Assistance from legal counsel. When the legal custodian of records, or a deputy custodian in the absence of the legal custodian, determines that it is necessary or prudent to do so, he/she is authorized to seek specific legal advice from and engage the assistance of District legal counsel. In the event that District legal counsel is contacted for representation in connection with a records request, the individual making such contact will ensure that the Board President is immediately notified of the expected scope of such legal representation.

H. Destruction of records.

- 1. All District records will be kept for a period of not less than seven years unless a shorter period is fixed by the public records board and except as provided in (2). This section does not apply to student records.
- 2. Any taped recording of a meeting by a governmental body (School Board or subunit of the Board) may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording as to make minutes of the meeting.

3. Prior to destruction of any records, the historical society will be notified at least 60 days in advance to determine if historical interest justifies preservation of such records. The historical society may, upon application, waive this notice.
  4. The District has adopted the ***Wisconsin Records Retention Schedule for School Districts*** as published by the Wisconsin Department of Public Instruction. This adoption provides for the retention, destruction and transfer of records to the State Historical Society more manageable.
- I. Preservation of records by microfilm. The legal custodian may, subject to Board resolution, keep and preserve public records in his/her possession by means of microfilm or another reproductive device, optical imaging or electronic formatting. Such records will meet the standards for photographic reproduction set forth in state law, and will be preserved along with other files of the District and will be open to public inspection and copying according to the provisions of state law and these procedures.

ADOPTION DATE: March 12, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 823 Access to Public Records  
~~Exhibit 1, Public Records Notice and Fee Schedule~~  
Policy 347 Control, Maintenance, and Confidentiality of Student Records

LEGAL REFERENCE: Chapter 19, Subchapters II and IV, Wisconsin Statutes  
Sections 120.13(28), Wisconsin Statutes

Update job titles

**USE OF SCHOOL FACILITIES**

- A. The School District of New London subscribes to the philosophy that public schools are owned and operated by and for its patrons and that the schools are an integral part of the community.
- B. The School District of New London recognizes that its buildings and facilities are a valuable asset to the community. Use of school facilities by community groups is encouraged for worthwhile purposes when such use does not interfere with regular school activities.
- C. The School Board also believes that the policy of community use of school facilities should not place a significant burden on the taxpayers of the School District of New London
- D. The School District's philosophy perceives the schools as community facilities operating in partnership with other groups within the community. The School District of New London encourages participation and involvement in the use of school facilities by the public and private agencies and institutions which share the health, welfare and educational interests of School District of New London residents. Groups, agencies and institutions conducting authorized programs for the public, in the public school facilities, are considered to be legitimate extensions of the total community education program.
- E. It will be the policy of the School Board to:
  - 1. Give full endorsement to the concept of community education for the School District of New London.
  - 2. Cooperate in every possible way with the interested agencies, businesses and community groups in planning and operating a community education program.
- F. The District Administrator or designee will be the final authority on all cases of public use of School District facilities. All groups and/or individuals using School District facilities will be required to follow established regulations for such use.

ADOPTION DATE: March 10, 2003

REVISION DATE(S): March 13, 2006; April 12, 2010

REVIEW DATE(S):

CROSS-REFERENCE:

Administrative Guideline

~~Exhibit 1, Request for Use of School Facilities~~

Exhibit 2, Use of Facilities Flow Chart

Exhibit 3, Use of Facilities Fee Schedule

LEGAL REFERENCE:

Section 120.12(9) Wisconsin Statutes

Section 120.13 (17), (19), (21) Wisconsin Statutes

Section 120.44 Wisconsin Statutes

Update language



## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE GUIDELINE 830 - USE OF SCHOOL FACILITIES

- A. Use of school facilities by any public or private agencies and institutions will be subject to the following procedures, general rules and regulations, priorities for facility usage, and fees/charges.
- B. Procedure:
1. The individual that will use the facility will obtain a Request for Facility Use Form ~~from the building principal's Office~~. Forms are ~~also available at the District Administration Office~~ online.
  2. The individual that will use the facility will ~~complete~~ submit the online Request for Facility Use Form ~~and return it to the building principal, either by mail or in person, at least~~ **five (5) working days in advance** ~~of the proposed date(s) of usage~~.
  3. The appropriate building principal/Director of Business ~~and Human Resource~~ Services will review the form, complete the approval section and establish fees, where required, within 36 hours of receipt of request. The Director of ~~Business and Human Resource~~ Services will be consulted as necessary to establish fees.
  4. Copies of the completed form will be emailed sent to the ~~following:~~ applicant, ~~Principal of the facility proposed to be used by applicant,~~ and the custodian at the facility being used.
  5. The applicant will be informed by U.S. Postal email of receipt of the Request for Facility Use Form after approval is completed ~~by the Director of Business and Human Resource Services~~.
  6. Appeals or questions relating to facility use will be made to the Director of ~~Business Services and Human Resource Services~~ or the appropriate building principal/designee.
  7. Each building will maintain a facility use schedule of all facilities available and their schedule of use.
  8. Requests for use of school grounds or equipment will be subject to the same procedures, and applicants are required to complete the same request form.
- C. General rules and regulations:

1. All requests approved by the District will be revocable and will not be considered as a lease. The District Administrator or designee may reject any applications or cancel any request. **Any use by a public or private agency or institution may be preempted for school requirements.**
2. A School District custodian, or designee assigned by Director of **Business and Human Resource Services**, capable of providing for the security of the school facility and for service to the request holder should be on duty whenever District facilities are used by a public or private agency or institution.
3. Requests are non-transferable, must be in the name of the party using the facility, and are restricted to the stated hours on the facility use form. Any changes or cancellations must be made through the appropriate building principal. Failure to do so may result in an assessment of a charge to the applicant and/or cancellation of permission to use facilities.
4. Request holders are responsible for providing competent and adequate supervision for all activities at all times. The School District employee, as required for security purposes in Paragraph 2 above, is responsible only for supervision of the operation of the facilities and will not be responsible for supervising a group or its activities. If children accompany the request holder to a planned adult activity, the request holder must provide (at their own expense) supervision for the children for the duration of the activity.
5. Furniture and equipment owned by the District will not be moved or used unless supervised by the Building Principal or authorized agent of the School District.
6. Any apparatus or other equipment moved into the facility requires prior approval of the building principal or designee, and must be removed promptly, so as to not interfere with the normal school operation.
7. Request holders will agree to indemnify the School District for any and all damages by any person or persons attending the activity, and indemnify the School District against any and all liability and any and all damages to any person or persons.
8. The request holder will assume full responsibility for any vandalism and/or unlawful act committed in the exercise of the request. Use of tobacco/**electronic vaping** products, intoxicating beverages and/or controlled substances of any kind anywhere in or on the premises of the facility is prohibited. Gambling of any kind is prohibited. Disorderly conduct is also prohibited.



9. All local and state ordinances and laws of the police and fire departments must be observed.
10. Gymnasiums/auditoriums/commons may not be rented for public dances. Elementary School gyms may be used for dance lessons and/or school/PTO sponsored dances.
11. No decorations requiring the use of items such as nails, screws and/or bolts may be installed without the prior approval of the building principal. No tape, wax or glue will be used on any drywall, block construction, walls, doors, or wood floors. **Note:** Reasonable safety precautions will always be followed in installation of decorations.
12. The building principal and/or Director of Business **and Human Resource Services**, or his/her authorized representative, will have the right to inspect any facility at any time and require compliance with any rules that may be necessary for the safety of such facilities and occupants.
13. The District Administrator, or designee, reserves the right to refuse or approve the use of certain School District facilities when it determines it would be in the best interest of the community to do so.
14. All request holders must observe the rules for facility use that are provided in each building.
15. A Certificate of Insurance is required for other schools, school districts, municipalities, businesses, and for-profit organizations.

D. Use of school district grounds or outdoor facility guidelines:

1. The applicant **will obtain complete and submit a Request for Facility Use Form found online from the building principal's Office. Forms are to be submitted to the Director of Business and Human Resource Services.**
2. No motor vehicle of any type will be allowed on athletic fields, playgrounds or other sodden areas. All motor vehicles will be parked only in designated parking areas.
3. Any group's use of School District grounds or outdoor facility does not necessarily include the use of any particular building's restrooms, washrooms and/or locker rooms by that group.
4. All Drum corps and marching bands will at all times comply with the local municipal noise ordinance and identified allowable practice hours. The groups will make every effort to direct their practice away from the surrounding residential areas.

ADOPTION DATE:	March 10, 2003
REVISION DATE(S):	March 13, 2006; April 12, 2010
REVIEW DATE(S):	
CROSS-REFERENCE:	Policy 830 Use of School Facilities <del>Exhibit 1, Request for Use of School Facilities</del> Exhibit 2, Use of Facilities Flow Chart Exhibit 3, Use of Facilities Fee Schedule
LEGAL REFERENCE:	Section 120.12(9) Wisconsin Statutes Section 120.13 (17), (19), (21) Wisconsin Statutes Section 120.44 Wisconsin Statutes

**SCHOOL DISTRICT OF NEW LONDON**  
**USE OF FACILITIES FLOW CHART**

- ☐ 1. Request for facilities is ~~available online. made at the school building requested—IN WRITING ON APPROPRIATE FORM.~~
- ☐ 2. Facility availability is determined.
- ☐ 3. Electronic calendar updated.
- ☐ 4. Determine if the requesting individual or group use is in the best interest of the district and community and is acceptable in terms of program content. District Administrator may be consulted.
- ☐ 5. Determine if fees and charges are due. See fee schedule in "Use of Facilities" Policy/Procedure 830. If no fee is charged, complete "Request for Use of School Facilities" form and return to requestor. Proceed to Step 9 below.
- ☐ 6. Fees are calculated—see schedule (Exhibit 3):
  - \$ \_\_\_\_\_ Beyond normal custodial hours
  - \$ \_\_\_\_\_ Sound or special lighting
  - \$ \_\_\_\_\_ Kitchen use
  - \$ \_\_\_\_\_ Other fees
  - \$ \_\_\_\_\_ Room use fee
  
  - \$ \_\_\_\_\_ **TOTAL**
- ☐ 7. Insert fees and charges total on the "Request for Use of School Facilities" form.
- ☐ 8. Forward completed "Request for Use of School Facilities" form to requestor.
- ☐ ~~9. Send copies of request form to building custodian/maintenance.~~
- ☐ ~~109.~~ Custodian should conference with Director of Business ~~and Human Resource Services~~ when assistance is needed.

## USE OF FACILITY FEE SCHEDULE

### Fee Rationale

The charging of fees is not intended to make money for the district but simply to pay for the additional labor cost of making the facility available, maintaining rest room facilities during the use, and clean up of the areas used after the use. Fees do not include charges for utilities, paper products, or snow removal when required.

In cases when fees are charged to school groups and activities it is to accurately account for the cost where and for the reason they are incurred. For any group or activity to keep the profits they have made on any event without paying for all the cost associated with that event but letting the districts general fund pick up those cost is not accurate accounting or fair to all other parts of the district budget or organizations.

Fees are established using custodial call back rates (time and one-half plus fringe) with a minimum of two hours (required by contract). If, in any case, actual hours exceed the set fees because of additional clean up time after the use of facilities the using group or activity will then be billed for those additional charges.

**Determining Factors for Fees** - The following rules apply for all groups and organizations in determining if a fee will be charged:

Does the specified time requested call for custodial/maintenance workers to work additional hours beyond their normal work week either for setup for the activity or custodial services before, during or after the activity.

Is the group or organization requesting the facility charging admission, a fee or conducting any type of fund raising (selling of a product or concessions)

Is the requesting group using the facility for an educational, training, or meeting site and charging a fee for that service.

Will use of the facility require someone to be paid to supervise use of the High School or Middle School kitchens or someone to be brought in to operate sound, lights, or to set up any type of technology (computers/projectors).

**The district has the right to determine extenuating fees based upon requests.**

### Fees for use beyond normal custodial hours:

Any area/s of any building required

For a use of up to three hours	\$ 50.00
For a use of half day or evening (3 up 5 Hrs)	\$100.00
For a use of full day or noon to evening (5-1/4 to 9 Hrs)	\$200.00
For weekend use Sat AM to Sunday PM	\$400.00

**Fees for use during normal custodial hours:**

Should a private organization, business, social group or another educational organization use facilities and charge a fee the following fee schedule will apply:

For a regular classroom, lab, or meeting room	
For a normal evening meeting or class	\$ 15.00
For a half day	\$ 50.00
For a full day	\$100.00

**Overnight Fees**

Should a private organization or group request facilities for an overnight stay including a place to sleep and serve meals the charge will be **\$300.00** per overnight .

**Athletic/Music Camps**

School District of New London athletic camps and music camps, run by school employees and/or coaches, using school facilities during the summer break or on weekends will be charged **\$30.00 per full or partial day.**

**Additional Charges – kitchen, sound lighting, technology**

Charges for kitchen supervision, sound/lighting, and/or technology, if required, will be added. Actual cost will be charged.

**Additional Charges for set up time**

Time requirements stated on the use of facility form should be the exact time you want us to open for your event Please do not list an early time (just to be safe) and then arrive two hours later. If this happens you may be billed for the extra time.

Likewise if your event is on Saturday do not assume you can set up on Friday night or Sunday event and you can set up on Saturday night. If you want to do this, the facility is available, and it requires our staff to come in you will also be charge for that additional time.



### **Cost of damaged equipment or property**

Cost of repair or replacement (if repair is not possible) of equipment and/or furniture damage or missing as a result of the use of facilities will be charged to the individual or group using the facilities.

### **City of New London Use**

Use of facilities by the City of New London will follow guidelines as set forth in the joint agreement dated December 14, 2009 between the City of New London and the School District. (Basically a no charge reciprocal agreement except for additional maintenance or custodial cost required above and beyond the use)

### **Payment procedures**

All fees are due and payable after the scheduled event. Bills should be mailed from the person responsible for scheduling the event. Payments should be made payable to the School District of New London and sent to the **principal of the building hosting the event district office.**

Cost assessed to school groups (athletics, music, show choir, forensics, debate) will be billed to the activity account of that group and if there is no activity account will be charged against the budget for that group or activity. (The same process that is currently used for charging out transportation costs shall be used) This process will be handled by the **district business office.**



**SCHOOL DISTRICT OF NEW LONDON**

**POLICY 831**

**TOBACCO/ELECTRONIC VAPING USE ON SCHOOL PREMISES**

The use of tobacco/electronic vaping products shall be prohibited at all times in buildings, in vehicles, and on other property owned by, rented by, or under the control of the District.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

Update language

## SCHOOL DISTRICT OF NEW LONDON

### ADMINISTRATIVE RULE

#### 831 -- TOBACCO/ELECTRONIC VAPING USE ON SCHOOL PREMISES

- A. The District's policy prohibiting the use of tobacco/electronic vaping applies to all persons (students, employees, independent contractors, members of the general public, and any other individual). This policy applies to all individuals who enter onto the premises or use the facilities either owned, leased, by or otherwise under the control of the District.
- B. For the purposes of interpretation and application of Board policy, individuals are considered to be in violation of its provisions if they are in possession of any lighted, smoking tobacco/electronic vaping products in District buildings, on District grounds or in District vehicles, or are using smokeless tobacco/electronic vaping products in District buildings, on District grounds, or in District vehicles. This policy will be strictly construed to prohibit the use of any form of tobacco/electronic vaping products.
- C. Employees:
  1. Communication of prohibition: all employees shall be informed of the state statutes, Board policies and procedures pertaining to the prohibition on use of tobacco/electronic vaping in District buildings, District grounds or in District vehicles. This information will be shared through orientation programs, printed material, and/or other appropriate means.
  2. Education and assistance: as part of the District's employee wellness program, employees will have the opportunity to attend-participate in programming a program to assist in the cessation of the use of tobacco/electronic vaping products; which would be held outside the regular school day. The District will reimburse \$25.00 to the employee upon completion of the program. Employees who begin the program but do not complete it will be responsible for the registration fee.
  3. Consequences for failure to comply: the consequences for an employee who violates the prohibition on the use of tobacco/electronic vaping products on District property will be as follows:
    - a. The first violation will result in a meeting with the principal or supervisor and the employee. The employee will be provided a copy of the state statute, the District's policies and procedures pertaining to the prohibition of use of tobacco/electronic vaping on District property. The employee will also receive a written reprimand for violating the state statute and District policy. The employee will also receive information pertaining to programs

which assist in the cessation in the use of tobacco/**electronic vaping**.

- b. A second violation will result in a conference with the principal or supervisor and the employee. The employee will receive a written reprimand to be suspended from work for one day without pay.
- c. A third violation will result in a conference with the principal or supervisor and the employee. The employee will receive a written reprimand and suspension from work for two (2) days without pay.
- d. Further violations will result in additional disciplinary action.
- e. Any such action will be based upon procedures and provisions applicable to such employees **including any applicable collective bargaining agreements**.

D. Spectators, visitors, members of the public, contractors and suppliers ("public"):

- 1. Communication of prohibition: posted notices as well as announcements will be used to inform the public of the state statute the District's tobacco/**electronic vaping** free policy and procedures.
- 2. Consequences for failure to comply:
  - a. Members of the public who use tobacco/**electronic vaping** on District property in violation of the District policies shall receive a verbal warning that they are in violation with District policies and state law and be directed to refrain from the use of tobacco/**electronic vaping** on District property.
  - b. If members of the public continue to use tobacco/**electronic vaping** on District property, they will be asked to leave the District property. If such members of the public do not cooperate in leaving the District property, appropriate authorities will be called. Members of the public refusing to cooperate with the state statute and the District's policy may be restricted from attending District-sponsored activities.

E. Students:

- 1. Communication of prohibition: all students will be made aware of the state statute and District's policies and procedures pertaining to the use of tobacco/**electronic vaping** products on District's property. This information will be provided to students through orientation programs, printed material, posters, and/or other appropriate means.



2. Consequences for failure to comply: students who violate the District's policy ~~shall~~ may be dealt with by the principal or his/her designee in the following manner:
- a. The first offense will result in a conference with the principal or designee. Parents or guardians will receive written notification of the conference. The student shall be suspended. Police involvement may be necessary.
  - b. A second violation would result in a conference with the student, parent, or guardian, and the principal or designee. The student shall be suspended from classes for three (3) days. Police involvement may be necessary.
  - c. A third violation would result in a conference with the student, parent, or guardian, and the principal or designee. The student shall be suspended from classes for five (5) days. Police involvement may be necessary.
  - d. Additional disciplinary action will result from continued violations which could include expulsion and police involvement.
  - e. Throughout this progressive discipline process students will be made aware of the District's policy pertaining to the use of tobacco/electronic vaping on District property. Existing District procedures regarding suspension and make-up of school work missed would be enforced throughout any suspension which occurs as a result of a violation of this District policy.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 831 Tobacco/Electronic Vaping Use on School Premises

LEGAL REFERENCE:

Update language

**WEAPONS**

No one will possess, use, or store a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. Consistent with state and federal regulations, any person who knowingly possesses or goes armed with a dangerous weapon on school premises, is guilty of a misdemeanor or a felony, depending on the seriousness of the offense.

Weapons are defined in two categories:

1. Articles used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, taser, knuckles, razors, switchblade/butterfly knives of 3 inches or more, chains, clubs, stars, ammunition, etc.
2. Articles designed for other purposes but which in the manner such articles are used or intended to be used are calculated to inflict bodily harm and/or to intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.

All unauthorized weapons will be confiscated and the policy will be enforced.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): March 12, 2012

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Policy 447.3 Student Suspension  
Policy 447.4 Student Expulsion

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes  
Section 120.44 Wisconsin Statutes  
Section 948.60 Wisconsin Statutes  
Section 948.605 Wisconsin Statutes  
Section 948.61 Wisconsin Statutes  
Chapter 938 Juvenile Justice Code  
Gun-Free Schools Act of 1994  
18 USC 922(q)(2)(B)(vi)

No changes

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 832 - WEAPONS**

- A. Any student violating this policy will be subject to the provisions of Chapter 938 of the Juvenile Justice Code plus suspension and/or recommendation for expulsion. In any case, law enforcement officials will be notified, parent/guardian will be notified and a recommendation for expulsion review considered.
- B. In accordance with sections 120.13(1)(bm) and (c)2m of the state statutes and the federal Gun-Free Schools Act of 1994, if a student, while at school or while under the supervision of a school authority, possessed a "firearm" as defined in federal law:
  - 1. The student must be suspended from school;
  - 2. The board must commence expulsion proceedings; and
  - 3. The board must expel the student from school for not less than one year. The board may shorten the term of expulsion on a case-by-case basis. School officials should be aware that under the federal Gun-Free Schools Act as re-authorized by the No Child Left Behind Act, the chief administering officer of a local educational agency is required to develop a written record of any case-by-case modifications to the one-year expulsion requirement.
  - 4. For purposes of these laws, "firearm" has the meaning specific in Sec. 921 of Title 18 of the United States Code.
- C. Any employee who violates this policy may also be subject to disciplinary action including termination of employment.
- D. Any other person violating this policy will be turned over to law enforcement officials for possible prosecution under Wisconsin state statute, city ordinances, or federal laws.
- E. Exceptions to this policy:
  - 1. Possession or use of weapons by a law enforcement officer, a state-certified commission warden or military personnel acting in his or her official capacity.
  - 2. Use of knives and/or dangerous tools by school personnel in the performance of their assigned duties.
  - 3. Use of a starter pistol for appropriate athletic events.
  - 4. Equipment to be used in approved classes under proper supervision.

5. "Look-alike" weapons to be used for theatrical purposes.
6. Possession of weapons on school premises for the purpose of hunter safety classes, provided:
  - a. A signed parental consent form is reviewed by the building principal with formal written permission approved.
  - b. The weapon is registered and handled in a legal manner.
  - c. The weapon is legally transported.
  - d. There are no magazines, clips, nor ammunition.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): March 12, 2012

REVIEW DATE(S):

CROSS-REFERENCE: Policy 832 Weapons  
Policy 447.3 Student Suspension  
Policy 447.4 Student Expulsion

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes  
Section 120.44 Wisconsin Statutes  
Section 948.60 Wisconsin Statutes  
Section 948.605 Wisconsin Statutes  
Section 948.61 Wisconsin Statutes  
Chapter 938 Juvenile Justice Code  
Gun-Free Schools Act of 1994  
18 USC 922(q)(2)(B)(vi)

No changes

**SCHOOL DISTRICT OF NEW LONDON**

**POLICY 840**

**GIFTS TO THE SCHOOL DISTRICT**

Gifts from individuals or organizations may be accepted by the School District. After receipt of the gift, it becomes the property of the School District.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes



## **SCHOOL DISTRICT OF NEW LONDON**

## **POLICY 851**

### **COMMERCIAL AND PROMOTIONAL SPONSORSHIP DEALS**

The School Board recognizes that private corporate sponsorship of programs and activities provides valuable enhancement of the educational and other programs offered by the District. For that reason, the School Board may enter into commercial, promotional, and other private sponsorship arrangements under certain conditions.

ADOPTION DATE: June 12, 2006

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE**

#### **851 - COMMERCIAL AND PROMOTIONAL SPONSORSHIP DEALS**

- A. Inclusion of basic terms. Any agreement to enter into an educational sponsorship must be in writing and must include:
1. A statement of specific benefits of the sponsorship to the district or a particular school, including how the sponsorship will increase students' participation in educational or other programs, or how students will benefit from the agreement;
  2. The duration of the agreement, and a statement that the school board has the right to terminate the agreement without penalty if it determines in its sole discretion that the agreement is having an adverse impact on students' education;
  3. A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and if so, the extent of such advertising;
  4. A guarantee of the monetary value to be received by the school or school division pursuant to the agreement and how the benefits arising from agreement will be distributed;
  5. A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the sponsorship will not limit the discretion of the school board or its personnel in the use of sponsored or nonsponsored materials;
  6. A statement that the district, school board, and school must approve its identification as a cosponsor in all publicity materials and retain the exclusive right to authorize the use of its name, logo, or other similar information.
  7. A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, school board employee, school board member, or the superintendent;
  8. A statement that the sponsorship will comply with all applicable federal and state laws, local ordinances, school board policies and regulations, and all preexisting school board contracts;

9. A statement that any participation by any student or school board employee in any activity established pursuant to the agreement will be purely voluntary and that no sponsorship shall exploit any student or school board employee;
  10. A statement that the sponsor assumes the responsibility for obtaining the consent of any student or school board employee whose likeness may appear in any materials disseminated by the partner or sponsor;
  11. A statement that no sponsor shall be permitted to collect personal information, including names, addresses, or telephone numbers of students or school board employees because of the sponsorship; and
  12. A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- B. Prohibitions. No agreement shall be entered into if the sponsorship involves or gives the appearance of involving any activity that could result in the following:
1. Promotion of hostility or violence;
  2. An attack on ethnic, racial, or religious groups;
  3. Discrimination prohibited by any law or school board policy;
  4. Promotion of the use of drugs, alcohol, tobacco, or firearms;
  5. Promotion of sexual, obscene, or pornographic activities; or
  6. Promotion of any image that is not in keeping with the established goals and purposes of the school board.

ADOPTION DATE: June 12, 2006

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 851 Commercial and Promotional Sponsorship Deals

LEGAL REFERENCE:

No changes

**DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES**

Materials not related to school-sponsored activities, curriculum, or academic programs will not be distributed on school property by individuals, community groups, or organizations without approval of the District Administrator or his/her designee.

Non-student vested and/or special interest groups will not be allowed to distribute materials and literature through the schools or on school grounds during school day hours.

Materials of a commercial or political nature are not allowed. ~~in mailboxes unless covered by the collective bargaining agreement.~~

Any employee, citizen, or PTO wishing to use staff mailboxes to distribute non-school related materials to staff will receive prior authorization from the building principal. ~~This policy does not apply to the distribution of materials under provisions of collective bargaining agreements.~~

ADOPTION DATE: January 10, 2000

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1, Request for Permission to Distribute Flyers

LEGAL REFERENCE: Section 118.12 Wisconsin Statutes

Update language

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 852 - DISTRIBUTION OF MATERIALS ON SCHOOL PREMISES**

Individuals, community groups, or organizations who wish to distribute flyers must complete the "Request for Permission to Distribute Flyers" (Exhibit 1). If approved, the individuals, community groups, or organizations would follow the procedure as outlined on the "Request."

ADOPTION DATE: January 10, 2000

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 852 Distribution of Materials on School Premises  
Exhibit 1, Request for Permission to Distribute Flyers

LEGAL REFERENCE: Section 118.12 Wisconsin Statutes

No changes

**SCHOOL DISTRICT OF NEW LONDON**  
**REQUEST FOR PERMISSION TO ELECTRONICALLY DISTRIBUTE FLYERS**

The electronic distribution of published material by non-school organizations within the schools is prohibited without written permission of the District Administrator or his/her delegate. Published materials would include posters, circulars, advertisements, and similar items. Permission to distribute published material will be granted only to non-profit organizations. Such organizations must have a significant portion of their clientele residing within the School District of New London boundaries.

1. All flyers/posters must have written permission of the District Administrator or his/her designee for distribution or posting.
2. The party seeking permission must provide a copy of the item at the time of request.

Name of Organization: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

We agree to the requirements listed above and request permission to:

1. ☐ Distribute flyers electronically:  
via weekly parent e-mail to students at: (check all that apply)  
☐ Parkview      ☐ Lincoln      ☐ Readfield      ☐ Sugar Bush  
via announcement webpage: (check all that apply)  
☐ Intermediate/Middle School—Grade 5-8  
☐ High School—Grade 9-12  
via Facebook: ☐
2. ☐ Post a flyer/poster or set out hard copies of flyer at: (check all that apply)  
**NOTE: organization must provide hard copies**  
☐ Parkview      ☐ Lincoln      ☐ Readfield      ☐ Sugar Bush  
☐ Intermediate/Middle School      ☐ High School

Dated: \_\_\_\_\_

\_\_\_\_\_  
Representative Signature

☐ Approved      ☐ Denied

Dated: \_\_\_\_\_

\_\_\_\_\_  
Authorization



**SCHOOL VISITORS**

- A. The Board and staff of the District welcome parents and other interested persons to visit the schools. However, in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.
- B. Visitors will report to the school office when entering the building during regular school hours in order to receive authorization to visit elsewhere in the building.
- C. The District Administrator or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

ADOPTION DATE: March 11, 2002

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 120.13(35) Wisconsin Statutes  
Section 120.44 Wisconsin Statutes

No changes

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 860 - SCHOOL VISITORS**

- A. Parents are encouraged to visit the classroom and teachers. Special times may be set aside for parent visits, or visits may be scheduled at the convenience of the child's parent(s) or guardian. If possible, a child's parent or guardian should contact the principal or designee in advance to schedule a visit so as to avoid visiting when it is inconvenient for the classroom situation. Visits during the first and last weeks of school, and immediately prior to holidays, will not yield the most accurate picture of classroom activities, therefore, visits should be avoided during these times.
- B. It can be difficult when children bring friends and/or relatives from another district to visit. This is especially unmanageable when a neighboring district has a vacation period while schools in the District are in session. Therefore, student visitations are discouraged, but under certain circumstances can be allowed with the permission of the Building Principal and classroom teacher.
- C. Adult visitors should be asked to register their presence at the office. The following procedures apply to adult visitors:
  - 1. Parents: may visit school at any time and should receive a guest pass from the office.
  - 2. Salespersons: may visit schools but must check in at the office first.
  - 3. Guest Speakers: all guest speakers will be cleared by the department coordinator and principal in advance of their visit.
  - 4. Graduates of the High School: may visit the school if they have legitimate business to see a faculty member. They must have a guest pass while in the building.
  - 5. Lunch Visitors: procedures for adult visitors will apply to all adults with the exception of those adults who are only visiting school to participate in the lunch program.

ADOPTION DATE: March 11, 2002

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 860 Public Complaints

LEGAL REFERENCE: Section 120.13(35) Wisconsin Statutes



## Section 120.44 Wisconsin Statutes

No changes

**PUBLIC COMPLAINTS**

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District in accordance with this policy/procedure. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate. Where a dispute over the interpretation or application of a negotiated agreement exists, the procedures in the agreement will be followed.

Any formal requests, suggestions, or complaints must be submitted in writing and signed by the person making the request, suggestion, or complaint. Assistance in drafting the written complaint will be made available if requested. A complaint form is available (Exhibit 1). A confidential complaint will be investigated to the extent possible, however, anonymous complaints, unless criminal in nature, will not be investigated.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

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

ADOPTION DATE: March 11, 2002

REVISION DATE(S): May 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1, Formal Written Complaint  
Employee Agreements

LEGAL REFERENCE: Section 19.85 Wisconsin Statutes

No changes

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 870 - PUBLIC COMPLAINTS**

- A. Matters regarding a professional staff member.
1. First Level.
    - a. If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.
    - b. This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.
    - c. As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.
  2. Second Level.
    - a. If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor/principal and in compliance with provisions of a collective bargaining agreement, if applicable.
  3. Third Level.
    - a. If a satisfactory solution is not achieved by discussion with the supervisor/principal, a request for a conference shall be submitted to the District Administrator by completing the "Formal Written Complaint" form (Exhibit 1). This request should include:
      - (1) The specific nature of the complaint and a brief statement of the facts giving rise to it;
      - (2) The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
      - (3) The action which the complainant wishes taken and the reasons why it is felt that such action be taken.

- b. Should the matter be resolved in conference with the District Administrator, the Board shall be advised of the resolution at the discretion of the District Administrator.
- 4. Fourth level.
  - a. Should the matter still not be resolved, or if it is one beyond the District Administrators' authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.
  - b. The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision or grant a hearing before the Board.
  - c. The complainant shall be advised, in writing, of the Board's decision no more than thirty (30) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.
  - d. If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that he/she has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.
- B. Matters regarding an administrative staff member.
  - 1. Since administrators are considered members of the District's professional staff, the general procedure specified in Section A, Matters Regarding a Professional Staff Member, shall be followed.
- C. Matters regarding the District Administrator.
  - 1. Should the matter be a concern regarding the District Administrator which cannot be resolved through discussion with the District Administrator, the complainant may submit a written request for a conference to the Board. This request should include:
    - a. The specific nature of the complaint and a brief statement of the facts giving rise to it;
    - b. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
    - c. The reason that matter was not able to be resolved with the District Administrator;
    - d. The action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

2. The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session consistent with state law.
  3. The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.
- D. Matters regarding a support staff member.
1. In the case of a support staff member, the same procedure is to be followed as for Section A, Matters Regarding a Professional Staff Member.
- E. Matters regarding district services or operations.
1. If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the District Administrator, and then brought, in turn, to higher levels of authority in the manner prescribed in Section A, Matters Regarding a Professional Staff Member.
- F. Matters regarding the educational program.
1. If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in Section A, Matters Regarding a Professional Staff Member.
- G. Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:
1. The name of the complainant and his/her status.
  2. The date the complaint was filed.
  3. The specific allegation made and any corrective action requested by the complainant.
  4. The name(s) of the respondents.
  5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
  6. A summary of facts and evidence presented by each party involved.
  7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

ADOPTION DATE: March 11, 2002

REVISION DATE(S): May 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 870 Public Complaints  
Exhibit 1, Formal Written Complaint  
Employee Agreements

LEGAL REFERENCE: Section 19.85 Wisconsin Statutes

No changes

**SCHOOL DISTRICT OF NEW LONDON**  
**FORMAL WRITTEN COMPLAINT**

*When completing this form, please refer to one of the following policies:  
Policy 411, Equal Educational Opportunities/Complaint Procedures  
Policy 511, Equal Employment Opportunities/Complaint Procedures  
Policy 870, Public Complaints*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:**

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

**Home Phone No:** \_\_\_\_\_ **School or Work Phone No:** \_\_\_\_\_

**Status of Person Making the Complaint:**

☐ Student    ☐ Parent    ☐ Employee    ☐ Citizen

**Complaint is Regarding:**

☐ Professional Staff Member  
☐ Administrative Staff Member  
☐ District Administrator  
☐ Support Staff Member  
☐ District Svcs or Operations  
☐ Educational Program

☐ Harassment  
☐ Sexual Harassment  
☐ Discrimination  
☐ Other: \_\_\_\_\_

**Name(s) of individual(s) against whom this allegation is being made:** \_\_\_\_\_

\_\_\_\_\_

**Describe the allegation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How has the complainant (or the child of the complainant) been affected adversely?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What corrective action is the complainant requesting?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Who has the complainant discussed this matter with and what was the outcome?**

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**Who is the complainant requesting a conference with?** \_\_\_\_\_

**Date Complaint Filed:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Complainant**

**Date of Complaint Received:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Receiving Complaint**



**SUNDAY/WEDNESDAY NIGHT ACTIVITIES  
FOR PUBLIC SCHOOL STUDENTS**

**A. Sunday Activities**

1. The Board of Education recognizes Sunday morning as church/family time. No academic or co-curricular practices will be permitted on Sundays with the exception of the following:
  - a. No academic or co-curricular practices/events will be permitted on Sundays prior to 2:00 p.m. Prior written approval must be obtained by the Building Principal or Activities Director for any practices/events to be held on Sundays after 2:00 p.m.
  - b. Any student requesting to be excused for family, religious, or community organizational activities, will be released without pressure or penalty.

**B. Wednesday Night Activities**

1. During the school term, student activities will not be scheduled on Wednesday after 6:30 p.m. for students in grades 9-12; after 5:00 p.m. for students in grades K-8.
  - a. Because of the many different congregations with starting times varying anywhere from 3:30 to 7:00 p.m., any student requesting to be released for family, religious, or community organizational activities, will be released without pressure or penalty.
2. Exceptions may be made only as follows:
  - a. In the event it is necessary to schedule make-up events on Wednesdays due to weather conditions. Other days of the week, except Sundays, must first be considered as make-up days before using Wednesday. The principal (or his/her designee) has the authority to establish schedules for make-up events.
  - b. Any other exception must be approved in advance by the Building Principal or his/her designee. Exceptions are to be kept deliberately to a minimum.
3. In the event student activities are scheduled on a Wednesday, the Athletic Director or coach will notify parents. Any student requesting to be released for family and community organizational activities will be released without pressure or penalty.

ADOPTION DATE: March 10, 2003

REVISION DATE(S): May 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Exhibit 1, Request for Sunday (After 2:00 p.m.)  
Event/Practice

LEGAL REFERENCE:

**No changes**

**SCHOOL DISTRICT OF NEW LONDON**  
**REQUEST FOR SUNDAY (AFTER 2:00 P.M.) EVENT/PRACTICE**

Per Policy/Procedure 881.3, NO academic co-curricular practices/events will be permitted on Sundays prior to 2:00 p.m. Prior written approval must be obtained by the Building Principal or Activities Director for any practices/events to be held on Sundays after 2:00 p.m.

Date of Request: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Number in Group (approx.): \_\_\_\_\_

Person(s) in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Date of Sunday Wanted: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Building: \_\_\_\_\_

Rooms: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Building Principal)

Date: \_\_\_\_\_

Approval: \_\_\_\_\_  
(Activities Director)

Date: \_\_\_\_\_

cc: Administrative Office  
Building Principal  
Person in Charge

**POLICE/SCHOOL LIAISON PROGRAM**

- A. Philosophy—The school has a unique opportunity to perceive and analyze the problems of children before they become a serious problem for society. With this unique opportunity, it is important that schools work closely with the police and other social agencies to prevent and resolve anti-social patterns of behavior. The Police/School Liaison Program (PSL) is established on a cooperative basis to work with our youth in detecting and preventing anti-social behavior through proper education, communication, and understanding between the school, police, youth and the family.
- B. The Police/School Liaison Program will serve the following general purposes:
  - 1. Prevention.
  - 2. Referral.
  - 3. Education.
- C. A more detailed description of the purposes of the Police/School Liaison Program is stated below:

**PURPOSE 1: TO DECREASE THE AMOUNT OF FUTURE CRIME BY A CONCENTRATED CRIME PREVENTION EFFORT AIMED AT THE SECONDARY AND ELEMENTARY LEVEL STUDENTS.**

**Objective A:**

To give the students an opportunity to get acquainted with a police officer in an informal, non-authoritarian setting by placing a police/school liaison officer within schools in the district.

**Objective B:**

To allow any student, who so desires, to privately converse with a liaison officer conveniently at the school. Many students have personal questions relative to the law, the school, and the community which they may not care to air in a school setting.

**Objective C:**

To allow students the opportunity to discuss with the liaison officer conditions in the community which he/she feels have a negative effect on him/her.

**Objective D:**

To provide classroom presentations and discussion periods with students in the areas of mutual concern. To present film and slide programs relative to the above, along with appropriate field trips.

**Objective E:**

To provide for parent/student conferences in a school setting, rather than the police station which, in many cases, may be more comfortable for the student and parents alike.

**Objective F:**

To provide the opportunity to appropriately divert students from the juvenile justice system and to assure adequate follow-up to that diversion by the police/school liaison officer, if needed.

**Objective G:**

To provide an opportunity for other police officers to better understand the actions and problems of the youth in the community.

**Objective H:**

To provide teachers, administrators and other school officials information concerning the law and to answer other questions they may have about the juvenile justice system, where deemed appropriate.

**Objective I:**

To conduct classes and seminars for police officers concerning problems and perspectives of youth.

**PURPOSE 2: TO INCREASE THE REPORTING OF CRIMES COMMITTED AGAINST YOUTH AND THEIR PROPERTY; AND TO INCREASE THE REPORTING OF PHYSICAL AND SEXUAL CHILD ABUSE AND/OR NEGLECT.**

**Objective A:**

To provide a convenient and confidential setting wherein a child may feel at ease in reporting crimes against himself/herself or his/her property.

**Objective B:**

The Police/School Liaison Officer will help youth deal with concerns brought to his/her attention in cooperation with other helping professionals.

**Objective C:**

The Police/School Liaison Officer will help educators become aware of reportable crimes against youth and will make or assist other educators in presentations pertaining to the reporting of these crimes.

**Objective D:**

The Police/School Liaison Officer will provide appropriate feedback information as to the disposition of cases referred to the police.

**PURPOSE 3: TO DECREASE THE NUMBER OF CRIMES COMMITTED IN SCHOOLS OR NEAR SCHOOL PROPERTY.**

**Objective A:**

To provide preventive patrol in school areas to reduce loitering on the school premises and discourage drug and alcohol traffic, assaults, and other actions of anti-social behavior. (We cannot emphasize enough that the legal responsibilities of the Police/School Officer lie in the areas of direct violations of the law and that he/she will not be used as an arm of school discipline.)

**Objective B:**

To contact or assist any person living in, or any business person operating in school areas, who is having difficulty interacting with the students attending that particular school.

**Objective C:**

To inform merchants who serve school-age clientele of ways to prevent vandalism and shoplifting.

**Objective D:**

School officials will attempt to resolve inappropriate student behavior and or actions absent a real and immediate threat to student, teacher or public safety; incident involving public order offenses including disorderly conduct; disturbance/disruption of school or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, shall be considered school discipline issues to be handled by school officials, rather than by the school resource officer. In the case of a student being a repeat offender, the building principal or designee may request police involvement to address the incident.

**PURPOSE 4: TO HELP YOUTH AND ADULTS VIEW THE POLICE DEPARTMENT AS A HELPING AGENCY WITH THE RESPONSIBILITY TO PROTECT AND SERVE ALL CITIZENS.**

**Objective A:**

To provide input from student and faculty to assist the police in establishing certain written police guidelines relative to handling of juvenile matters, especially in the area of student/police contacts within the school.

**Objective B:**

To enable the Police/School Liaison Officer (PSLO) to maintain regular contact with representatives of youth-serving agencies to coordinate prevention efforts.

Objective C:

To make presentations before community groups, service clubs, and parent groups, etc.

Objective D:

School officials or designee will make attempts to resolve school discipline matters before the school resource officer is involved unless deemed a threat to the immediate well-being of an individual's health or school community safety. Unless the immediate well-being of an individual's health and school community safety is jeopardized, Administrative Guideline 445, Section C, Interrogation of Suspects in School, will be followed.

ADOPTION DATE:	March 10, 1997
REVISION DATE(S):	May 9, 2005; July 24, 2023
REVIEW DATE(S):	December 8, 2022; June 21, 2023
CROSS-REFERENCE:	Administrative Guideline Policy 347 Control, Maintenance, and Confidentiality of Student Records Policy/Administrative Guideline 445 Interrogations - Student Policy/Administrative Guideline 445.1 Student Interviews by Police
LEGAL REFERENCE:	Section 118.257 Wisconsin Statutes

No changes



## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 882.1 - POLICE/SCHOOL LIAISON PROGRAM**

- A. School officials will attempt to resolve inappropriate student behavior and/or actions absent a real and immediate threat to student, teacher or public safety. In the case of a student being a repeat offender, the building principal or designee may request police involvement to address the incident.
- B. Role in the school.
  - 1. The Police/School Liaison Officer will be scheduled in the district buildings on a daily basis.
    - a. The Police/School Liaison Officer will provide, reinforce, and initiate programs and services that will benefit both school and community.
    - b. Regular office hours will be scheduled.
    - c. Student interviews will be scheduled as required by referrals, both professional and self.
    - d. General visibility within the building(s) is expected.
    - e. The Police/School Liaison Officer would normally provide his/her services in plain clothes.
  - 2. While in the building(s), the Police/School Liaison Officer will be under the general supervision of the Building Principal(s). The Police/School Liaison Officer will NOT assume the role of school disciplinarian. Enforcement of school rules rests with the administration. The Police/School Liaison Officer, as a police officer, is sworn to uphold the law and will exercise his/her duties as circumstances dictate.
  - 3. School meeting space will be provided.
    - a. Office hours will be announced and posted.
    - b. Students may schedule appointments with the Police/School Liaison Officer.
    - c. The Police/School Liaison Officer will have access to students during the school day, subject to the same restrictions as the school staff.

C. Confidentiality of information and records.

1. Adult students and parents or guardians can authorize the release, to the Police/School Liaison Officer, of any information contained in the pupil records.
2. Pupil records will be available to the Police Liaison Officer in accordance with School Board Policy No. 347. Police/School Liaison Officer is encouraged to have records interpreted by a qualified person.
3. All disclosures of pupil records and information will be on a "need-to-know" basis as per School Board policy. A log will be kept of all school records and information disclosed to the Police/School Liaison Officer.
4. The school may obtain pertinent information available to the Police/School Liaison Officer, again on a "need-to-know" basis and in accordance with School Board policy on confidentiality.

D. In-school referrals.

1. The official police contact person will be the Police/School Liaison Officer.
2. Parents or guardians of juveniles involved (i.e, student suspect, victim, witnesses) shall be contacted by the Police/School Liaison Officer and/or school authorities.
3. Contact and interviews can be conducted at the school(s).

E. Out-of-school referrals.

1. Contact and interviews may be permitted at school(s) for non-school incidents. A school official will be present during the interview.
2. Parents or guardians of juveniles involved (i.e, student suspect, victim, witnesses) shall be contacted by the Police/School Liaison Officer and / or school authorities.
3. Contact and interviews can be conducted at the school(s).

F. Definitions of student and police/school liaison officer interviews where parent permission may be required.

1. A student suspect interview - a student who is suspected of some violation of the law.

2. A student witness interview - a student who is thought to have some information that would be helpful to law enforcement officials in investigating some crime.
3. A student victim interview - a student who is the victim of a crime, unless the parents are involved in the crime.

ADOPTION DATE: March 10, 1997

REVISION DATE(S): May 9, 2005; June 21, 2023

REVIEW DATE(S): December 8, 2022; June 21, 2023

CROSS-REFERENCE: Policy 882.1 Police/School Liaison Program  
Policy 347 Control, Maintenance, and Confidentiality of Student Records  
Policy/Administrative Guideline 445 Interrogations - Student  
Policy/Administrative Guideline 445.1 Student Interviews by Police

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes

No changes

**POLICE/SCHOOL LIAISON OFFICER  
(JOB DESCRIPTION)**

**TITLE:** **PUBLIC/SCHOOL LIAISON OFFICER**

**QUALIFICATIONS:**

1. Experience in law enforcement.
2. Certification as a law enforcement officer in the State of Wisconsin.
3. Excellent knowledge of federal laws, state statutes, and local ordinances.
4. Ability to communicate effectively in verbal and written form.
5. Ability to work with youth in a positive way.
6. Ability to demonstrate sensitivity and respect for the educational environment.
7. Licensed to operate motor vehicles (automobile, van, or truck).
8. Ability to use computer keyboard.
9. Such other qualifications as the Board of Education deem necessary or desirable.

**REPORTS TO:** District Administrator or designees

**JOB GOAL:** See Policy/Procedure 883.1 which is related to police liaison position.

**PERFORMANCE RESPONSIBILITIES:**

1. Give students an opportunity to get acquainted with an officer of the law in an informal, non-authoritarian setting.
2. Provide a convenient and confidential setting where children may feel at ease to talk about the law where they have a concern.
3. Provide classroom presentations and discussion periods with the students in areas of mutual concern or interest.
4. Be available for parent/student conferences.

5. Provide the school administrative staff and teachers with a readily available police counselor to give them a better understanding of what the law provides under the Children's Code.
6. Speak within the community on youth-related topics.
7. Direct students to appropriate agencies for help. This would include encouraging students to self-refer.
8. Provide assistance to social agencies working with school children.
9. Provide preventive patrol in the school areas in order to reduce loitering on or around the school premises, reduce vandalism, drug and alcohol traffic, assaults, and other actions of anti-social behavior.
10. Provide personal preventive patrol as requested by the school administration for special school functions such as athletic events, school dances, band concerts, etc.
11. Take appropriate enforcement action as a police officer when circumstances dictate.
12. Provide statistical information with reference to student contacts and problems.
13. Work cooperatively with the staff and District in fulfilling the District's vision, mission, and focus.
14. Perform all other duties as may be assigned by the District Administrator or Building Principals.

**EVALUATION:**

District Administrator

ADOPTION DATE: August 11, 1997

REVISION DATE(S): May 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes