



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Wednesday, April 3, 2024**



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 **2:00 p.m.** on **Wednesday, April 3, 2024**, 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:

- *453 Student Health Services (NO POLICY)*
- 453.1 Emergency Nursing Services
- 453.2 Immunization Requirements
- 453.3 Communicable Disease
- 453.4 Medication – Administering to Students
- 453.5 Physical Examinations – Students
- 453.6 Emergency Information
- 453.7 Cooperative Working Relationships with Non-School Agency Nursing Personnel
- 453.11 Medical Advisor (Job Description)
- 454 Child Neglect and/or Abuse
- *455 Student Safety (NO POLICY)*
- 455.1 Supervision of Students
- 455.2 Motorized Vehicle/Bicycle Use by Students
- 456 Student Referral Process for Alcohol and Drug Abuse Programs
- 457 Sudden Death Plan
- 458 Wellness
- *460 Student Scholarships and Awards (Section Title)*
- 460 Student Scholarships
- 461 Wisconsin Academic Excellence Higher Education Scholarship Selection

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.

- 462 Wisconsin Technical Education Excellence Scholarship
- *470 Student Fees, Fines, and Charges (Section Title)*
- 470 Student Fees, Fines, and Charges (see 656)
- *480 Student Employment (Section Title)*
- *490 Miscellaneous Student Policies (Section Title)*
- 491 Parent/Legal Custodian Rights and Responsibilities

C. Establish date and time for next meeting

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.

**SCHOOL DISTRICT OF NEW LONDON
4/3/24 POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
453 Student Health Services (NO POLICY)	N/A	N/A
453.1 Emergency Nursing Services	No change	Wordsmithing and removal of exhibit which is a stand-alone policy
453.2 Immunization Requirements	Additional county added	Removal of chart and refer to state statute
453.3 Communicable Disease	No change	Grammatical change and designating nurse or designee as determining action steps
453.4 Medication – Administering to Students	Clarifying language regarding prescription drugs	Grammatical change and clarifying prescription drugs EXHIBIT: Clarification of parent/guardian and non prescription medication
453.5 Physical Examinations – Students	Clarifying grade level	N/A
453.6 Emergency Information	No change	N/A
453.7 Cooperative Working Relationships with Non-School Agency Nursing Personnel	No change	Grammatical change
453.11 Medical Advisor (Job Description)	Grammatical change	N/A
454 Child Neglect and/or Abuse	No change	Grammatical changes
455 Student Safety (NO POLICY)	N/A	N/A
455.1 Supervision of Students	Addition of district vehicles	N/A
455.2 Motorized Vehicle/Bicycle Use by Students	No change	Clarification of bicycle area and the addition of UTV/ATV
456 Student Referral Process for Alcohol and Drug Abuse Programs	No change	Clarification on appropriate school designee to support programs.
457 Sudden Death Plan	No change	N/A
458 Wellness	No change	Grammatical changes
<i>460 Student Scholarships and Awards (Section Title)</i>		
460 Student Scholarships	No change	Removal of reference to academic excellence scholarships
461 Wisconsin Academic Excellence Higher Education Scholarship Selection	No change	No change

462 Wisconsin Technical Education Excellence Scholarship	No change	No change
<i>470 Student Fees, Fines, and Charges (Section Title)</i>		
470 Student Fees, Fines, and Charges (see 656)	N/A	N/A
<i>480 Student Employment (Section Title)</i>		
<i>490 Miscellaneous Student Policies (Section Title)</i>		
491 Parent/Legal Custodian Rights and Responsibilities	No change	No change

EMERGENCY NURSING SERVICES

- A. Emergency nursing services for the School District of New London are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

- B. To ensure the provision of an appropriate emergency nursing services program:
 - 1. The Director of Pupil Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the Director of Pupil Services.
 - 2. The District shall designate the registered nurse(s) whose employment responsibilities include the nursing-related duties identified in this policy.
 - 3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of a registered nurse pursuant to applicable law and this policy.
 - 4. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The Director of Pupil Services and the registered nurse(s) employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
 - 5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in each school.
 - 6. In consultation with the registered nurse(s) employed by the District, the Director of Pupil Services or an administrative-level designee shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The building principal of each school shall always be among the designated

staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As used in District policy, the term "site-based first responder" is a local term that should not be equated with a "certified first responder" under state law.

- C. In providing for the coordination and oversight of emergency nursing services, the registered nurse(s) employed by the District shall:
1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with the Director of Pupil Services and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. The nurse(s) developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor prior to being presented for adoption by the Board.
 2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.
 3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED)), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training.
 4. Provide any necessary nursing-related supervision in connection with any specialized health-related services that the District provides to individual students with special health care needs.
 5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
 6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.

7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.
- D. Closely related to the responsibilities identified above, the registered nurse(s) employed by the District shall also:
1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
 2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
 3. Serve as a resource person for administrators and school personnel regarding the District's provision of instruction to students regarding personal health and life-saving skills.
 4. Serve as a liaison between the schools and community-based health agencies and services.

ADOPTION DATE: September 12, 2016

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
 Policy 523.2 Bloodborne Pathogens Exposure Control Plan
 Policy 453.3 Communicable Disease
 523 Employee Health and Safety (Communicable Disease)

LEGAL REFERENCE: Wisconsin Statutes Section 118.07(1), Section 118.076,
 Section 118.125, Section 118.29, Section 118.291,
 Section 118.292, Section 118.2925, Section
 121.02(1)(g), Section 146.81 to 146.84, Section
 440.01(1)(ad), Section 895.48
 Wisconsin Administrative Code Chapter N 6, PI
 8.01(2)(g), SPS 332.50
 Federal Laws 29 Code of Federal Regulations (CFR), Part
 1910 - Subpart Z

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 453.1 - EMERGENCY NURSING SERVICES

A. Student Emergency Information

1. An emergency information form must be completed for each student upon his/her initial enrollment or attendance in school or his/her participation in any District-sponsored athletic activity for students. The form shall be completed regardless of the student's full-time status, enrollment status, or residency. At least annually, each school shall request that the student's parent or guardian provide any updates to the emergency information that is presently on file. The student's emergency information shall also be updated any time during the school year that a parent or guardian submits a change. The forms shall include:
 - a. Emergency contact names and information in the event of an accident, injury, illness, or other emergency.
 - b. Information about any special health concerns or procedures relevant to the student.
2. Upon receipt of a new or amended emergency information form provided by a parent or guardian, the building principal shall ensure that the information is reviewed by an appropriate staff member or other representative of the school to determine whether the District may need to follow-up with a further response or inquiry. A registered nurse serving the District shall be consulted as necessary in connection with the review of emergency information forms.
3. Emergency health information shall be kept in the relevant school office and shall be shared with school personnel and other school officials as deemed appropriate and necessary, consistent with legal requirements and with the District's student records policy and procedures.
4. When students are involved in school-sponsored activities away from school, student emergency information will be made available in order to enable activity supervisors to appropriately address any individualized health concerns or possible emergency situations. It is the joint responsibility of the Building Principal and the staff who are planning/supervising the activity to ensure that this information is readily available.

B. Individualized Health/Medical Plans

1. The District develops individualized health/medical plans for students (including allergy management plans) on an -as-needed basis and in a manner consistent with applicable law. In appropriate cases, individualized planning will occur in connection with the development of a Section 504 plan or individualized education program (IEP).
2. In most cases, a team-based approach will be used to develop any individualized plan, including consideration of relevant medical information and recommendations. A registered nurse serving the schools will generally be involved in the process of establishing and monitoring any such plan.
3. As needed, a nurse serving the school will provide nursing-related supervision, including but not limited to providing or arranging for appropriate training of designated school personnel, in situations where a student's plan calls for the District to provide specialized health services.

C. Planning for Possible Medical Emergencies in Connection with Activities Held Away from School

1. When students will be participating in a District-sponsored activity that is being held away from school, activity organizers/supervisors are expected to engage in both general and student-specific planning for possible emergency care needs. General planning may involve tasks such as identifying unusual activity-specific risks (e.g., unusually hazardous areas, increased opportunities for student exposure to likely allergens, unusual physical demands, etc.), assessing the availability of medical and emergency services/facilities near the activity location(s), verifying that activity supervisors will have access to students' emergency information, and informing accompanying school personnel and volunteers about what to do in case of a medical or health-related emergency. Student-specific planning involves an assessment of needs related to any special health concerns of the individual students who will be participating in the activity.
2. The extent of emergency care planning for such away-from-school activities should generally be proportionate to the uniqueness of the location and type of activity. For example, general emergency planning can often be less extensive in connection with recurring activities (e.g., away contests for students participating in athletics) when participating staff, students, and students' parents and guardians can be expected to be reasonably familiar with the nature and location(s) of the activity.
3. Activity organizers/supervisors shall consult with the building principal and a registered nurse serving the District on an as-needed basis to assist with emergency care planning for such away-from-school activities.

D. Emergency Equipment and Supplies

1. First aid supplies and equipment will be placed in the following accessible locations within each school building: Health rooms within each building
2. A copy of the District's first aid procedures/protocols will be maintained in each location, designated above, where first aid supplies and equipment are kept.
3. Mobile first aid kits shall be available for field trips and similar away-from-school activities involving students.
4. Each building principal shall assign a staff member(s) to maintain a regular inventory of the first aid supplies/equipment and to notify the principal or his/her designee when additional supplies/equipment are needed.
5. A copy of the Wisconsin Communicable Disease Chart from the Wisconsin Department of Health Services shall be maintained in each school's primary student health room/area.
6. An automated external defibrillator (AED) will be available in multiple school building location(s) in the District. The AED shall be used and maintained in accordance with legal requirements, the manufacturer's specifications, and established District procedures. AEDs are located in each school, District Office, and Bus Garage.
7. Provide up to (2) doses of auto-injectable epinephrine in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. Emergency medication will not be accessible before or after school or during field trips.

E. Designation and Training of Emergency Care Providers

1. The Director of Pupil Services and the Building Principal in consultation with the District's registered nurse, shall:
 - a. Designate appropriate staff members, by building, to serve as site-based first responders in case of a medical/health care emergency occurring in the school.
 - b. Designate any additional staff members who, in addition to the site-based first responders, will receive appropriate training and be available to implement relevant emergency care procedures in particular situations (e.g., in connection with school-sponsored activities that take place off school premises

or outside of the normal school day, such as field trips, athletic events, and other co-curricular and extracurricular activities).

2. The Director of Pupil Services in consultation with the District's registered nurse, shall also monitor each school's implementation of specific training for the individuals who have been designated to implement elements of the District's emergency care procedures.
3. All individuals designated as site-based first responders shall receive broad training related to the District's emergency care procedures, including training in at least the following areas:
 - a. the District's general first aid protocols (e.g., student injury/illness response protocols);
 - b. cardiopulmonary resuscitation (CPR);
 - c. the use of an automated external defibrillator (AED)
 - d. the District's policies and procedures concerning the administration of medication to students;
 - e. the District's bloodborne pathogens/exposure control plan; and
 - f. the District's policy and procedures concerning communicable disease management.
4. The District's registered nurse shall provide, or assist in arranging for the provision of, first aid training and such other appropriate training for designated emergency care providers as may be required by law and/or under District policies/procedures.
5. The District's registered nurse or a designee shall maintain records of who has been trained, the specific training provided, and the date of the training. No less often than annually, the registered school nurse shall provide the Director of Pupil Services with a report of the training completed by school personnel since the last report and a list of any scheduled training that has not been successfully completed as scheduled.

F. General Emergency Care Procedures

In case of an accidental injury or illness occurring on school premises or during a school-sponsored activity, these general procedures shall be followed:

1. Serious Injury/Accident or Illness
 - a. Designated school personnel (site-based first responders whenever available) shall assess the situation and administer basic first aid as needed to:

- restore and maintain open airway,
- restore and maintain breathing,
- promote adequate circulation,
- stop severe bleeding, and/or
- treat for shock.

As soon as it is determined to be necessary/appropriate, a call should be placed to 911 to summon professional emergency medical assistance (ambulance, rescue squad, etc.).

If a healthcare professional (e.g., a registered nurse or physician) or any professional emergency medical assistance personnel are present at the location of an incident, he/she should be immediately summoned to the scene or contacted for consultation if practical.

Based on the nature of the injury or other medical condition, and consulting with a healthcare professional or emergency response service when practical, school personnel responding to the emergency should (1) identify the first aid protocol(s) that provide further guidance and direction in the particular situation; (2) determine whether or not it is appropriate to attempt to move the individual; and (3) determine the extent to which school personnel should take responsibility for further implementing emergency assistance.

- b. No internal or external medication should be administered to the individual unless specifically prescribed or specifically authorized under the conditions outlined in state law and in the District's medication administration procedures which are found in Administrative Rule 453.4.
- c. If the emergency situation involves a student, the student's parent(s) or guardian(s) shall be contacted as soon as reasonably practical under the circumstances. If the parent or guardian cannot be reached, the emergency contact(s) as identified on the student's emergency information form on file with the District shall be called. A responsible adult should remain with the student until the parent(s) or guardian(s) assumes responsibility if possible.
- d. The building principal or designee shall be informed immediately if the accident, injury, or illness occurs during the school day. If the accident, injury, or illness occurs outside of the school day or at an activity off school premises, the building principal or

designee shall be informed as soon as possible, but no later than the next school day.

2. Minor Accidents/Injuries/Illness

- a. Designated school personnel (i.e., on-site nurses, health assistants, or other designated site-based first responders, whenever available) will provide the appropriate intervention/response to any minor injury or illness occurring on school premises or during a school-sponsored activity as deemed necessary for the situation. This may include, for example, administering general first aid, cleaning wounds, applying sterile dressings or cold compresses, or seeking further medical attention.
- b. If a student becomes ill during the school day, school personnel should send him/her to the designated health room/area in the school or, if the health room is not currently staffed, to the school office to rest or for attention. Office personnel will provide care for the student or make a parent or guardian contact to determine whether the student needs to be sent home. If the parent or guardian is unavailable, the emergency contact person identified on the student's emergency information form will be notified. In making a determination whether to send a student home from school, school personnel shall consider protocols outlined in the District's emergency services and communicable disease management procedures. If it is determined the student is to be sent home, arrangements will be made for the student to leave the school premises. If all contact attempts fail and the student's parent or guardian or emergency contact person are not available, the student is to remain in school, segregated from other students if necessary, and continued attempts will be made to reach the parent or guardian or emergency contact person.

G. **Accident Reporting and Recordkeeping**

1. The person(s) administering emergency care or assistance under these procedures are responsible for ensuring that the first aid or other emergency care administered in relation to accidents, injuries, or illnesses are properly documented ~~in the student~~ ~~in student~~ information system. This record of emergency nursing services performed shall be maintained in each school building in the District.
2. In addition to completing the appropriate documentation the relevant class/activity supervisor(s) and the school employee(s) who assumed primary responsibility for responding to a specific accident/incident have joint responsibility for ensuring that they promptly (i.e., usually on the same day as the incident) notify the building principal and

complete a written Accident/Injury Report for any accident/incident involving an injury, or possible injury, to a student that occurs:

- a. in school or on school grounds during the school day;
- b. on school premises, but outside of the school day; or
- c. at a school-sponsored activity that is held outside of the school day and/or off school premises

Accident/Injury Report forms are available in the school office.

3. School personnel shall be made aware of and are expected to adhere to relevant confidentiality standards regarding student records and patient healthcare records as established pursuant to applicable laws, regulations, and district procedures.

H. **Annual Review of Emergency Nursing Services**

The District shall conduct an annual review of the District's emergency nursing services program and related policies/procedures, including medication administration policies/procedures, at the end of each school year.

1. The review shall be conducted **with the District's** ~~with District's~~ registered nurse and in consultation with appropriate school personnel.
2. Completed Accident/Injury Report forms and First Aid/Emergency Care Logs shall be reviewed during the annual process to help evaluate the emergency protocols utilized, the adequacy of the services provided, and the accuracy and completeness of data recorded.
3. On an as needed basis, and maintaining appropriate confidentiality standards, the review team may consult with the District's medical advisor and/or representatives of community health agencies.
4. The findings of the review shall include the identification of any **recommended** ~~recommend~~ changes to the program that would improve quality, efficiency, or safety. The administration shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by a registered nurse serving the District and by the District's medical advisor prior to being approved by the District Administrator.

ADOPTION DATE: September 12, 2016

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: ~~Exhibit 1 Medical Advisor Job Description and Standing Order~~
Policy 453.1 Emergency Nursing Services
Policy 523.2 Bloodborne Pathogens Exposure Control Plan
Policy 453.3 Communicable Disease
523 Employee Health and Safety (Communicable Disease)

LEGAL REFERENCE: Wisconsin Statutes Section 118.07(1), Section 118.076, Section 118.125, Section 118.29, Section 118.291, Section 118.292, Section 118.2925, Section 121.02(1)(g), Section 146.81 to 146.84, Section 440.01(1)(ad), Section 895.48
Wisconsin Administrative Code Chapter N 6, PI 8.01(2)(g), SPS 332.50
Federal Laws 29 Code of Federal Regulations (CFR), Part 1910 - Subpart Z

Wordsmithing and removal of exhibit which is a stand-alone policy.

IMMUNIZATION REQUIREMENTS

- A. Students admitted to any school in the District shall be required to present written evidence of meeting the state immunization requirements or to provide the appropriate waiver.
- B. Immunization requirements may be waived if the student's parent or guardian, or an adult student, submits a written statement to the school identifying their objections to the immunization(s) for reasons of health, religion, or personal conviction. In the case of a waiver for health reasons, the Department of Health Services (DHS) requires a physician's signature certifying that one or more vaccinations is or may be harmful to the student's health.
- C. The School Registered Nurse shall be responsible for notifying students and parents and guardians of the immunization requirements, the availability of an immunization waiver, and the possible consequences for noncompliance. In addition, the School Registered Nurse shall be responsible for maintaining complete and up-to-date immunization records for each student attending school in the District, issuing appropriate individualized notices of noncompliance, and submitting required reports to the local health department.
- D. The School Registered Nurse, in collaboration with the building principal, shall be responsible for giving notice of and enforcing any exclusion from school that is related to the student's immunization status. Except where exclusion is required by law or by order of the DHS, the District shall not exclude a student from school due to lack of compliance with immunizations/waiver requirements provided that the District determines that there is no undue risk to the health of others and that the student's parent or guardian (or adult student) is actively cooperating with school and health officials and taking reasonably-available steps that would facilitate reaching compliance as soon as reasonably possible.
- E. An immunization plan shall be developed, in cooperation with **Waupaca, Outagamie, and/or Winnebago** county public health departments to encourage compliance with state immunization requirements. The plan shall be reviewed annually and revised as necessary. This plan shall be submitted to the DHS annually as required by law.

ADOPTION DATE: March 9, 1998

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 115.997(4), Section 118.125,
Section 118.13, Section 120.12(16), Section
120.13(1)(c), Section 252.04
Wisconsin Administrative Code DHS 144, DHS 146
Federal Laws McKinney-Vento Homeless Education
Assistance Act

Additional county included

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
453.2 - IMMUNIZATION REQUIREMENTS**

1. All children entering the School District of New London must meet the following immunization requirements as outlined by Wis. Stats. Sec. 252.04 and 120.12(16).⁺

AGE/GRADE	NUMBER OF DOSES			
2 years through 4 years	4 DTP/DTaP/DT	3 Polio	1 MMR ¹	3 Hep B ²
Grades K and 6 ⁷	4 DTP/DTaP/DT ²	4 Polio ³	2 MMR	3 Hep B ²
Grades 1 through 6 and ⁸				
Grades 7 ⁸ through 12	4 DTP/DTaP/DT/Td	4 Polio	2 MMR	

¹ MMR vaccine must have been received on or after the first birthday.⁸
² For a child entering K, 5 DTP/DTaP/DT are recommended. However, a child who has received a third or subsequent doses after the 4th birthday will meet the requirement.⁸
³ If a child received the third dose of polio after the 4th birthday, further doses are not required.⁸

2. These requirements can be waived only if a properly signed exemption is filed with the school.
3. A record of such must be presented to school authorities at the time of registration.
4. The School District of New London has the option to exclude students from school attendance who do not meet immunization requirements by the 30th school day.

ADOPTION DATE: March 9, 1998

REVISION DATE(S):

REVIEW DATE(S): April 3, 2024

CROSS-REFERENCE: Policy 453.2 Immunization Requirements

LEGAL REFERENCE: Section 252.04, Wisconsin Statutes

Section 120.12(16), Wisconsin Statutes

Removal of chart and refer to state statute.

COMMUNICABLE DISEASE

- A. The School District of New London shall cooperate with state and local public health officials in establishing appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. State and federal laws and local ordinances related to communicable disease reporting and control shall be followed.
- B. In an effort to maintain a safe and healthful school environment, the district shall provide information to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and during school-related activities. District employees shall receive specific training regarding the District's Exposure Control Plan and will be expected to comply with provisions of the plan when they are exposed to blood or other potentially infectious agents or materials.
- C. The School District of New London recognizes that an individual's health status is personal and private. Therefore, the district shall handle information regarding students and district employees with suspected or confirmed communicable diseases confidentially in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health records.
- D. Students and district employees may be excluded from school and/or school related-activities if they are suspected of or diagnosed as having a communicable disease, including any disease identified within the Wisconsin Childhood Communicable Disease Chart that is published by the Department of Health Services or any other disease expressly defined or identified as communicable by a public health agency, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Such decisions will be made on an individual basis and in consultation with one or more health care professionals. Students and employees excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedures implementing this policy.
- E. Schools may be closed for public health reasons by order of a public health officer or agency or as determined to be necessary by the District Administrator.

ADOPTION DATE: March 9, 1998

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
Wisconsin Communicable Disease Control Measures

LEGAL REFERENCE: Wisconsin Statutes Section 103.15, Section 111.31,
Section 115.01(10), Section 118.01(2)(d)2c, Section
118.07(3), Section 118.125, Section 118.13, Section
118.15(3)(a), Section 118.195, Section 121.02(1)(i),
Sections 146.81 – 146.83, Section 252.04, Section 252.15,
Section 252.19, Section 252.21
Wisconsin Administrative Code DHS 145, DHS 145 –
Appendix A, SPS 332.50
Federal Laws 29 Code of Federal Regulations (CFR), Part
1910 - Subpart Z, Americans with Disabilities Act of 1990,
Section 504 of the Rehabilitation Act of 1973

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 453.3 - COMMUNICABLE DISEASE

A. Educational and Preventive Measures

1. The District will ensure that all immunizations (or related waiver) and health examinations/tests (e.g., tuberculin skin test or chest x-ray) required of students and staff by law and Board policy have been obtained. Staff shall refer to and follow the District's immunization plan and related District policies when carrying out this task.
2. The school registered nurse shall be responsible for the maintenance of a health station/area in each school building. The school registered nurse shall post the Department of Health Services' [*Wisconsin Childhood Communicable Diseases Chart*](#) in the health station/area for access and use by designated school staff when making decisions under the District's communicable disease control policy and these procedures. This chart includes information on specific diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses.
3. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials, will be provided in each school building.
4. The school registered nurse shall ensure that the District provides parents and guardians of students in the 6th grade with information about meningococcal disease as mandated by state law.
5. The school registered nurse shall provide general information regarding suppression and control of communicable diseases to all new employees (i.e., substitutes, coaches, professional and support staff). This information will be provided periodically in training programs for all existing staff. In addition to this training, those employees who are occupationally exposed to blood or other potentially infectious materials in the performance of their duties shall receive special training upon initial employment and annually thereafter. Such training shall be provided in accordance with provisions of the District's Exposure Control/Bloodborne Pathogens Plan. "Occupationally exposed" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

6. District employees shall comply with provisions of the Exposure Control/Bloodborne Pathogens Plan when they are exposed to blood or other potentially infectious agents or materials in the school setting or during school-related activities.

B. Communicable Disease Reporting

1. The building principal shall function as the District's liaison with students and staff, parents and guardians and physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or District employee has a communicable disease shall report the facts to the principal or his/her designee. The principal or designee will confer with the nurse serving the school and, to the extent circumstances warrant and permit, with the subject of the report and, for student subjects, the student's parent or guardian, **and recommend procedures to address the communicable disease.**
3. The principal or designee will report any known or suspected communicable disease that is present in the school to the local public health officer or to the local health officer's designee in accordance with state law requirements. Reportable disease categories are as follows:
 - a. Category I diseases are of urgent public health importance and must be reported immediately by telephone to the local public health officer or to the local health officer's designee upon identification of a case or a suspected case. In addition to the immediate report, a written report must be made on the [required reporting form](#) within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human, animal), tuberculosis, foodborne or waterborne outbreaks, occupationally-related diseases, and hepatitis A.
 - b. Category II diseases must be reported by fax, mail, or electronic reporting to the local public health officer or to the local health officer's designee on the [required reporting form](#) or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial), mumps, salmonellosis, sexually transmitted diseases (e.g., gonorrhea, chlamydia), varicella (chicken pox), and suspected outbreaks of other acute or occupationally-related diseases.
 - c. Category III diseases include acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on

the [required reporting form](#) or by other means within 72 hours after identification of a case or suspected case.

While nuisance diseases like head lice are not required to be reported to the local public health officer, the principal or designee may contact public health officials for information about the prevention, control and treatment of such diseases and request their involvement in recurrent infestations.

4. When an occupationally exposed employee, as defined above, has had an incident of occupational exposure to blood or other infectious agents or materials, he/she should report the incident in accordance with provisions outlined in the District's Exposure Control/Bloodborne Pathogens Plan.

C. Exclusion from School

1. Students

- a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home from school by ~~any~~ teacher, nurse serving the school [or school nurse as applicable] or principal for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made in consultation with appropriate health care professionals (e.g., the nurse serving the school, local public health officials). If such consultation cannot be completed prior to an initial decision to send a student home, it shall be completed at the earliest reasonable opportunity, and the school's initial decision may be revised as appropriate.

(1) The principal or designee may refer this determination to a health care team if the disease in question appears to require a lengthy period of exclusion from school or to pose a serious health threat to the student or others. If a health care team is convened to make this determination, it will consist of the principal, the nurse serving the school, the local public health officer, and—to the extent the cooperation of the individuals can be obtained—the student and/or the student's parent or guardian and the student's physician. The team will confer, as

necessary, with the District's medical consultant and legal counsel and with state public health officials.

(2) For a student with a disability or a student whose communicable disease may give rise to a disability, the principal or designee, in consultation with the Director of Pupil Services may refer this determination to an individualized educational program (IEP) team or to the District's Section 504 coordinator. The normal membership of any IEP team making any such determinations should be supplemented to the extent possible by the student's physician, the local public health officer, the principal, and the nurse serving the school.

- c. Before sending a student home for diagnosis and treatment or making a determination to excuse a student from school attendance due to a concern surrounding a communicable disease, the student shall be informed of the reasons for the contemplated action to the extent appropriate for the student's age, and the school shall attempt to contact and provide relevant information to the student's parent or guardian.
- d. ~~A teacher~~ The nurse or designee who sends a student home from school under Board policy and these procedures must also notify the principal of the action and the reasons for the action. ~~The nurse serving the school should also be notified when a student is sent home from school with a known or suspected communicable disease.~~
- e. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- f. The principal or designee, in consultation with the nurse serving the school and, where appropriate, with local public health officials, shall determine when a student who has been excused from school attendance for a communicable disease may be readmitted. The administration may require a medical statement from the local health department or private physician about a student's suitability to return to school, if the disease warrants such a statement.
- g. Appeals: Students who dispute the determinations or actions of the District concerning exclusion from school under these procedures may appeal such determinations or actions to the District Administrator or his/her designee within ten school days of the District's initial decision or any subsequent decision that materially changes the extent or conditions of the student's exclusion. The appeal shall be in writing and shall include the

following: (1) statement of facts; (2) statement of the relief requested; and (3) any necessary medical information required. The District Administrator or his/her designee shall render a decision in writing within ten school days of receipt of the appeal.

Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Policy and Procedure Handbook.

Complaints alleging student discrimination on the basis of handicap or disability will be resolved through the District's student discrimination complaint process.

Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal.

- h. Aside from resolving formal appeals, the District shall be willing to consider the effect that any changed circumstances or newly available information may have on a District decision to exclude a student from school under these procedures.

2. Employees

- a. Employees who are suspected of having or diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work consistent with District policies and procedures, provisions of the Employee Handbook, and legal requirements. Such decisions shall be made by the District Administrator or his/her designee in consultation with one or more appropriate health care professionals (e.g., the nurse serving the school, local public health officials).
- b. Before making a determination that an employee should be excused from work, the following actions should occur:
 - (1) The employee should be informed of the reasons for the contemplated action.
 - (2) Any information the employee may choose to offer regarding his/her condition(s) shall be considered.

(3) Consideration should be given to whether a reasonable accommodation could eliminate the health risk to others and/or permit adequate performance. An accommodation is not considered reasonable if it results in undue hardship to the District or when the employee poses a "direct threat" to the health or safety of others.

In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from school, the following factors will be considered: (a) the duration of the risk; (b) the nature of severity of the potential harm; (c) the likelihood of potential harm; and (d) the imminence of potential harm.

In accordance with state law, school food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.

- c. The District Administrator shall provide written notice to any District employee excused from work pursuant to these procedures. Employees so excused may utilize any applicable employment opportunities provided under applicable law, existing Board policies, and/or provisions of the Employee Handbook—which may include sick leave, family and medical leave, applying for unpaid leave of absence, or consideration for reassignment—but are not guaranteed continued or renewed employment except to the extent provided under such policies or provisions or legal requirements. The administration may require a medical statement from the local health department or private physician about an employee's suitability to return to school after having had a communicable disease if the disease warrants such a statement.
- d. Appeals: A District employee who disputes the determinations or actions of the District concerning exclusion from work under these procedures may appeal the determination or action to the District Administrator. The appeal shall be in writing and shall include the following: (1) statement of facts; (2) statement of the relief requested; and (3) any necessary medical information required. The District Administrator shall render a decision in writing within 10 days of receipt of the appeal.

Complaints alleging employment discrimination on the basis of handicap or disability will be resolved through the District's employment discrimination complaint process.

D. Maintenance and Confidentiality of Communicable Disease Records and Information

1. Except as outlined below or otherwise specifically provided by law, information concerning a student's or employee's communicable disease shall be kept confidential and may be released only upon the informed written consent of the employee or student, or if the student is a minor, his/her parent or guardian. Patient health care records, except HIV-related record information, may be released without informed consent to a District employee or agent if any of the following apply:
 - a. The employee or agent has responsibility for preparation or storage of patient health care records.
 - b. Access to the patient health care records is necessary to comply with a requirement of state or federal law.
2. As authorized by federal law, the following individuals may have access to information obtained from required employee medical examinations:
 - a. Supervisors and managers may be informed regarding necessary restriction on the work or duties of the employee and necessary accommodations.
 - b. First aid and safety personnel may be informed, when appropriate, if the employee's disability might require emergency treatment.
 - c. Governmental officials investigating compliance with the Americans with Disabilities Act shall be provided relevant information on request.

ADOPTION DATE: March 9, 1998

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 453.3 Communicable Disease
Wisconsin Communicable Disease Control Measures

LEGAL REFERENCE: Wisconsin Statutes Section 103.15, Section 111.31, Section 115.01(10), Section 118.01(2)(d)2c, Section 118.07(3), Section 118.125, Section 118.13, Section 118.15(3)(a), Section 118.195, Section 121.02(1)(i), Sections 146.81 – 146.83, Section 252.04, Section 252.15, Section 252.19, Section 252.21
Wisconsin Administrative Code DHS 145, DHS 145 – Appendix A, SPS 332.50

Federal Laws 29 Code of Federal Regulations (CFR), Part 1910 -
Subpart Z, Americans with Disabilities Act of 1990, Section 504 of
the Rehabilitation Act of 1973

Grammatical change and designating nurse or designee as determining action
steps.

MEDICATION – ADMINISTERING TO STUDENTS

- A. Medications should be administered to school children at home, rather than at school, whenever possible. School personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who are authorized to do so in writing by a building principal may administer medications to students under the procedures and conditions established to implement this policy that are developed with the assistance of a school nurse and adopted by the School Board.
- B. The school registered nurse shall be responsible for overseeing the receipt of the written medication instructions and consents, the maintenance of complete and accurate medication administration records, the proper storage of medications, and the disposal of outdated and unused medications in accordance with District procedures. The Director of Pupil Services shall be responsible for ensuring that the written medication administration instructions that are on file in the District are periodically reviewed by a registered nurse.
- C. No school personnel, other than a healthcare professional, shall be involuntarily required to administer any medication to a student by any means other than ingestion. Authorized school personnel who voluntarily agree to administer a prescription drug or nonprescription drug product that must be injected into a student, inhaled by a student, rectally administered to a student, or administered into a nasogastric, gastrostomy or jejunostomy tube shall complete all state-mandated and District-required training before administering medication to a student through such means.
- D. Students may possess (carry) and use an inhaler or epinephrine auto-injector (e.g., EpiPen®) with the written approval of the student’s physician and parent or guardian. In addition, older and responsible students may also possess and self-administer their own ~~prescription drugs and~~ nonprescription medications at school, provided that the student does so in compliance with relevant District policies and procedures.
- E. No District policy or procedure shall be interpreted to limit or detract from the immunities and other limitations on liability available under the law to nurses and other persons who engage in or assist with the administration of medication to students.

ADOPTION DATE: July 26, 1999

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wisconsin Statutes Section 118.125, Section 118.29,
Section 118.291, Section 118.292, Section 118.2925,
Section 121.02(1)(g), Section 146.82, Section 146.83,
Section 441.18, Section 448.037
Wisconsin Administrative Code N 6.03(3), PI 8.01(2)(g)2

Clarifying language regarding prescription drugs

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 453.4 - MEDICATION – ADMINISTERING TO STUDENTS

A. Authorization for School Personnel to Administer Medication to Students

A building principal (or the Director of Pupil Services) shall designate, in writing, the names of appropriate school personnel (including employees, registered nurses serving the district, volunteers and/or licensed school bus drivers) who will have the authority to administer medications to students in a manner consistent with all relevant policies and procedures.

1. The principal or Director of Pupil Services may make a general designation of authority (1) for any registered nurse serving the District to administer any medication by any means permitted within the scope of the individual's nursing license; and (2) for other school personnel to administer medication via ingestion, eye drops, ear drops, topical application, an inhaler, and/or an epinephrine auto-injector, provided that the individual has completed any applicable state-mandated training. Nothing in this paragraph prevents, in certain cases, a principal or registered nurse serving the schools from expressly limiting the personnel who will have authority to administer particular medication to a particular student.
2. In the event any school personnel other than a registered nurse will be asked to administer other medication to students or other individuals in a manner not covered by a general designation under the previous paragraph, the principal shall make case-by-case determinations of the school personnel who will have the authority to administer such medications, and ensure that such personnel have completed all state-mandated and District-required training. A registered nurse serving the school or other health care professional shall assist the principal in ensuring that such personnel receive any additional instruction, support and supervision as may be appropriate.
3. No school personnel, other than a healthcare professional, shall be involuntarily required to administer medication to students by any means other than ingestion. However, a registered nurse serving the school must decline to perform any medical act or service which the nurse is not competent to perform due to lack of education, training or experience.
4. If a student requires assistance from school personnel in the administration of any medication or through any means that constitutes the delegation of a nursing act, or any other specialized health care services that constitutes the delegation of a nursing act, it shall be the responsibility of a registered nurse serving the school to:

(1) delegate such tasks to appropriate school personnel, with proper authorization from the building principal; and (2) ensure that school personnel engaging in such activities receive appropriate training, instruction and supervision.

5. All school personnel authorized to administer medication to students shall receive a copy of these procedures.

B. Students requiring medication to be administered by school personnel shall be identified by their parents or guardians to the building principal or school registered nurse. Adult students may self-identify their needs to the principal.

C. Administration of Prescription Medication

Except for the specific emergency situations identified below in Section D, authorized school personnel will administer a prescription drug to a student only if all of the following conditions are met:

1. The school has received written consent from the student's parent(s) or guardian(s) for designated school personnel to administer medication to the student in the dosage prescribed by the health care practitioner. "Health care practitioner" is defined as any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.
2. The school has received written instructions from the student's health care practitioner regarding the administration of the prescribed medication. These instructions shall include the medication name, dose, route, frequency, time/conditions, duration and the healthcare practitioner's name and contact information. Where applicable or where requested by school personnel, such instructions may also include relevant precautions, information about possible reactions and/or interventions, and the circumstances under which the health care practitioner should be contacted.
3. The prescription medication is supplied to the school in the original pharmacy-labeled package and it specifies the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.
4. If the prescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the medication to the student has completed all state-mandated and District-required training required for administering medication through that particular means prior to administering the medication to the student. Such additional training is not required for healthcare professionals (e.g., registered nurses).

D. Administration of Glucagon or Epinephrine by School Personnel in Emergency Situations

School personnel who have been authorized to do so in writing and who have received all state-mandated and any District-required training may administer glucagon or epinephrine to a student (1) in an emergency situation if all of the requirements for the administration of a prescription medication, as defined in the previous section, have been met, or (2) under the following additional special circumstances:

1. With respect to epinephrine, such school personnel may use an epinephrine auto-injector to administer epinephrine to any student who appears to be experiencing a severe allergic reaction if, as soon as practicable, the person administering the drug reports the allergic reaction by calling the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.
2. With respect to glucagon, such school personnel may administer glucagon to any student who the school bus driver, employee, or volunteer knows is diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness if, as soon as practicable, the person administering the drug reports the event by calling the telephone number "911" or, in an area in which the telephone number "911" is not available, the telephone number for an emergency medical service provider.

E. Administration of Nonprescription (Over-the-Counter) Medication

Authorized school personnel will administer nonprescription drug products to a student only if all of the following conditions are met:

1. The parent or guardian has provided the appropriate school personnel with written consent and instructions.
2. If the nonprescription medication is supplied by the student's parent or guardian, it is supplied in the original manufacturer's package, and the package lists the ingredients and recommended therapeutic dose in a legible format. School personnel may administer nonprescription medication to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.
3. If the nonprescription medication is required to be injected into the student, inhaled by the student, rectally administered to the student, or administered into a nasogastric tube, a gastrostomy tube or a jejunostomy tube, the school personnel designated to administer the nonprescription medication to the student has completed any DPI-approved training that is required for administering medication through that particular means prior to administering the medication to

the student. Such training is not required for healthcare professionals (e.g., registered nurses).

F. Student Possession and Use of Inhalers and Epinephrine Auto-Injectors

1. An asthmatic student may possess (carry) and use a metered dose inhaler or dry powder inhaler while in school or at a school-sponsored activity under the supervision of a school authority if all of the following conditions are met:
 - a. the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate symptoms;
 - b. the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent or guardian; and
 - c. the written approval(s) is on file in the school records.
2. A student may possess (carry) and use an epinephrine auto-injector (e.g., Epipen®) if all of the following conditions are met:
 - a. the student uses the epinephrine auto-injector to prevent the onset or alleviate the symptoms of an emergency situation;
 - b. the student has the written approval of his/her physician and, if the student is a minor, written approval of the student's parent or guardian; and
 - c. the written approval(s) is on file in the school records.

When providing the required approvals to building principals for students to possess and use their inhalers or epinephrine auto-injectors, parents and guardians and physicians should consider the student's knowledge of his/her medication and his/her ability to use the inhaler or epinephrine independently. If the physician or parent or guardian determines that it is appropriate to have assistance from school personnel in administering the inhaler or epinephrine auto-injector medication to the student in any emergency or non-emergency situations, the medication must be administered in accordance with procedures outlined above for the administration of prescription medication.

G. Student Possession and Use of Other Prescription and Nonprescription Medication

Responsible students, as determined by the agreement of the parent or guardian and building principal and in consultation with a nurse serving the school as needed, may be permitted to possess and self-administer medications other than asthma inhalers and epinephrine auto-injectors without first obtaining written practitioner approval for such

self-administration. The following factors, among others, will be considered in determining whether a student will be granted this permission:

1. The type of medication;
2. The reason for medication;
3. The age of the student; and
4. The responsibility of the student, including but not limited to compliance with all dosage and administration instructions provided by the manufacturer and/or the student's practitioner, compliance with all school rules and regulations relating to the presence of drugs in the schools, and the student's ability to provide for the safe and appropriate storage of the medication.

Although exceptions may be considered, this section regarding permission for self-administration of **nonprescription** medication is intended to apply primarily to such requests by high school students. For students under the age of 18, a parent or guardian will provide the District with a signed, written statement of consent for self-administration by the student that identifies the name of the medication.

Any permission granted under this section may be revoked by the District, or withdrawn by the parent or guardian, at any time.

H. Medication Storage and Disposal

1. All prescription and nonprescription student medication in the District's possession shall be kept in a safe and secure location(s). Medication will be stored to maintain quality in accordance with the manufacturer's or health care practitioner's storage instructions. Medication which needs to be accessible to the student will be stored in an appropriate location per student need.
2. For field trips and other co-curricular or extracurricular activities held off school premises, student medication will be stored in a secure location determined appropriate by the activity supervisor, keeping in mind the manufacturer's or health care practitioner's storage instructions.
3. Parents and guardians will be asked to pick up any unused portions of prescription and nonprescription medications within five days after completion of the school year or when the student's medications have been discontinued. Unused medications will not be sent home with students.
4. Student medications that have reached their expiration date and medications that have not been picked up by the student's parent or guardian will be disposed of in a safe and proper manner in accordance with [DPI's Guidelines for Disposal of Medications in the Schools](#).

I. Recordkeeping

1. The building principal, Director of Pupil Services, and school registered nurse are responsible for maintaining written records of the school personnel who have been authorized to administer medication to students and of documentation of staff completion of all required training courses (including the dates on which such training occurred).
2. Upon receipt of a student's medication at the school, school personnel will document the date of receipt, the type of medication, and verify the amount of medication supplied to the school. The person receiving the medication shall ensure that the student's name is affixed to the package of any nonprescription drug product.
3. The written consents and instructions from the student's parent or guardian and from the health care practitioner, the medication supply receipt documentation, and the staff training documentation required above will be kept on file in the school. Authorized and trained school personnel and registered school nurse will review the medication administration instructions received from the health care practitioner and/or parent or guardian prior to school personnel administering medications to help ensure the safety of students. In addition, a registered nurse serving the school will review the written instructions from the student's parent or guardian annually or more often if changes in medication dosage occur.
4. School personnel designated to administer medication to students, whether at school or during co-curricular or extracurricular activities, shall do the following:
 - a. Record each dose of prescription or nonprescription medication administered to a student on the medication administration log, including the date and time given. If the medication is not administered to the student as scheduled, the reason shall be noted on the log (e.g., student was absent from school, the student refused to take the medication, lack of supply of the medication from the student's parent or guardian).
 - b. Document any medication administration that deviates from the instructions of the health care practitioner and parent or guardian (medication administration error) on the medication administration log. Some examples of medication errors include: administration of a medication to the wrong student, administration of the wrong medication to a student, administration of the wrong dosage of medication to the student, administering the medication via the wrong route, administration of the medication at the wrong time, and failure to administer a medication in accordance with the appropriate health care practitioner and parent or guardian instructions. An

incident report should be completed and submitted to the Director of Pupil Services. The student's parent or guardian and health care practitioner (if applicable) should also be notified of the incident.

The above documentation should occur immediately after the medication is administered to the student to assure accuracy and safety.

5. School personnel shall maintain the confidentiality of student health and medication administration-related records in accordance with applicable state and federal laws and regulations and the District's student records policy and procedures.

ADOPTION DATE: July 26, 1999

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 453.4 Medication - Administering to Students

LEGAL REFERENCE: Wisconsin Statutes Section 118.125, Section 118.29, Section 118.291, Section 118.292, Section 118.2925, Section 121.02(1)(g), Section 146.82, Section 146.83, Section 441.18, Section 448.037
Wisconsin Administrative Code N 6.03(3), PI 8.01(2)(g)2

Grammatical change and clarifying prescription drugs.

PROCEDURES FOR ADMINISTERING MEDICATIONS AT SCHOOL

Dear Parents/Guardians:

Because of the increasing number of medications being brought to school, we would like to review the School District of New London's medication policy with you.

Medications brought to the school office:

If you wish to have the office secretary **administer medication to your son/daughter**, you must bring it in the original or pharmacy labeled container, properly marked with name of student, name of medication, dosage, and time to be given.

It is the **parent/guardian's responsibility to provide all prescription/non-prescription medication or treatments to the school.

Administration of Medication Consent Form:

This form must accompany both prescription and non-prescription medication. The district advisor has approved the following guidelines:

- Both **parent/guardian and physician** must sign the medication consent for administration of any **prescription medication** during the school day.
- For **non-prescription medication** to be administered during the school day, only the **parent/guardian** signature is required.
- Only a limited supply of medication should be brought to school at any one time.
- Parent/guardian is responsible for personally delivering controlled substances to school office personnel/school nurse.**
- Controlled substances should be counted and the number of pills documented on the medication form each time medication is brought into the school office.

No medication will be administered by school personnel unless this policy is followed. If a child brings medication to school without the appropriately signed form or non-matching prescription bottle, the school will notify the parent or guardian that the medication will not be given until the necessary signatures or labels are provided. In the interim, the parent will be invited to administer the medication to their child at school.

Medications kept by the students:

According to school district policy, medications (both prescription and non-prescription) are generally not kept by students during the school day. However, special health concerns may warrant a change in procedure (i.e. inhalers). At the **high school level**, Grades 9-12, responsible students may also have **nonprescription** medication in their possession if the following criteria are adhered to:

- A properly completed and signed medication form is on file in the school health office, and
- The student has consulted **personally** with the high school nurse.
- Students may **NOT** dispense any (prescription or non-prescription) medication to another student.
- Students may **NOT** self-administer any medication without authorization according to school policy.
- Controlled substances may **NOT** be kept in student lockers or carried on their person.

Information to consider:

- When you know that your child will be on medication, discuss the hours of administration with your physician. It may be possible to regulate the dosage so that the medication administration could be done while your child is at home.
- Natural products (**of any kind**) will not be given during the school day unless approved by the FDA and meet the criteria as outlined in school policy guidelines.

Thank you,

School Nurses for School District of New London

Revised: July 1999

Exhibit 1 to Policy/Procedure 453.4
Approved: July 26, 1999

Clarification of parent/guardian and non prescription medication

PHYSICAL EXAMINATIONS – STUDENT

- A. It is recommended that children entering kindergarten or early childhood have a physical examination prior to starting school. In addition, students new to the District and **students entering seventh grade** are strongly encouraged to have a physical examination. Physical examinations shall be paid for by the child(ren)'s parent or guardian.
- B. The district is also required to request each student entering kindergarten to provide evidence that the student has had his/her eyes examined by a licensed optometrist or evaluated by a licensed physician. Districts are expected to provide such students with the state-approved Kindergarten Eye Health Examination Report.
- C. A child may be exempt from the physical examination requirement on the basis of religious conviction provided his/her parent or guardian has filed a written statement to this effect with the District.
- D. Signed physical examination forms shall be maintained in the student health files.
- E. Athletic physical examinations:
 - 1. Any student participating in interscholastic athletics shall be required to have a physical examination every other year in accordance with requirements of the Wisconsin Interscholastic Athletic Association (WIAA).
 - 2. Payment of athletic physical examinations shall be paid for by the athlete's parent or guardian.

ADOPTION DATE: June 14, 1999
REVISION DATE(S): May 13, 2019
REVIEW DATE(S): April 10, 2019; April 3, 2024
CROSS-REFERENCE:
LEGAL REFERENCE: Wisconsin Statute 118.135

Clarifying grade level

EMERGENCY INFORMATION

The School District of New London will request from parent/guardian, updated emergency information within the student information system for each student to provide expedient emergency services.

ADOPTION DATE: March 9, 1998

REVISION DATE(S): March 14, 2005; May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE:

LEGAL REFERENCE:

No change

**COOPERATIVE WORKING RELATIONSHIPS WITH NON-SCHOOL AGENCY
NURSING PERSONNEL**

- A. Providing for the health and safety of all students attending schools in the School District of New London may include allowing non-school agency nursing personnel to work within school district buildings. When this occurs, it is essential that both school district and non-school agency staff work cooperatively to properly provide for each student's health needs. The district reserves the right to request a background check from non-agency staff working in the School District of New London.
- B. The rules here established are to assist staff from multiple agencies to work together to enable students with special health care conditions or serious health needs to attend school and participate in all possible school activities.

ADOPTION DATE: April 12, 2010

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 453.7 - COOPERATIVE WORKING RELATIONSHIPS WITH NON-SCHOOL AGENCY NURSING PERSONNEL

- A. Staff from non-school medical community agencies who work within the School District of New London are asked to comply with the following procedural guidelines. These guidelines are meant to help make the cooperative efforts of the School District of New London staff, non-school agency personnel, and parents as effective as possible in helping students to make satisfactory educational progress.
1. The purpose of having non-school nursing professional and paraprofessional staff working in the schools is to meet the medical, rather than the educational, needs of the students for whom they are responsible. Nursing services are "related services" in the same manner as are such services as physical therapy, occupational therapy, and transportation. Under state and federal guidelines, related services are to be provided when they are necessary in order for children to benefit from their educational programs and are to be directed toward the achievement of instructional goals and objectives.
 2. Nursing professional staff employed by non-school agencies are not to supervise or otherwise direct school district staff. Each employing agency (i.e., school district and/or non-school agency) has the final responsibility for the actions of its employees. District nursing staff will assist the efforts of non-school community agency staff in ways which elicit a cooperative working relationship with all concerned parties for the benefit of students receiving nursing services.
 3. Confidentiality regarding the educational programs and related health services being ~~provided to all~~ **provided to all** students is to be maintained. This standard will apply to both district and community agency staff, although an open exchange of pertinent information (as authorized by the student/parent) should exist between district and non-school agency nursing staff.
 4. Joint meetings involving school district staff and agency nursing personnel should be held at the beginning of each school year (and as often thereafter as warranted) for the purpose of reviewing this policy, along with the specific health care needs and procedures to be followed for individual students for whom the non-school agency personnel are providing health care.
 5. Concerns regarding desired health care practices should be directed to the School District of New London supervisory staff for appropriate discussion and possible resolution. The full involvement of all parties,

including non-school agency personnel, will be encouraged to insure a full discussion of all viewpoints. Resolving differences of opinion should start at the building level with adherence to district policy, Wisconsin Department of Public Instruction, and Wisconsin Department of Health and Family Services guidelines, and the Wisconsin Nurse Practice Act.

- B. Questions/concerns regarding these guidelines should be directed to the school district's Director of Pupil Services.

ADOPTION DATE: April 12, 2010

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 453.7 Cooperative Working Relationships with Non-School Agency Nursing Personnel

LEGAL REFERENCE:

Grammatical change

**DOCUMENTATION OF GUIDELINES REVIEW REGARDING
COOPERATIVE WORKING RELATIONSHIPS BETWEEN
NON-SCHOOL AGENCY NURSING PERSONNEL AND
THE SCHOOL DISTRICT OF NEW LONDON**

Name of student with health care needs: _____

School attended: _____

Grade: _____

School Year: _____

Date form completed: _____

The signatures below certify that the persons listed have reviewed the School District of New London's Board of Education Policy/Procedure 453.7 (Cooperative Working Relationships with Non-School Agency Nursing Personnel) and will comply with the procedures outlined. Documentation of a joint review of these guidelines is required on at least an annual basis.

Signatures:

Non-School Direct Service Staff

School District Teacher

Non-School Agency Supervisor

School District Nurse

Building Principal

Other signatures as appropriate:

Name: _____

Position: _____

Name: _____

Position: _____

Name: _____

Position: _____

Name: _____

Position: _____

No change

SCHOOL DISTRICT OF NEW LONDON

POLICY 453.11

MEDICAL ADVISOR (JOB DESCRIPTION)

TITLE: MEDICAL ADVISOR

QUALIFICATIONS:

1. Valid license to practice medicine in Wisconsin.
2. Expertise in Family Practice.
3. Such other qualifications as the Board of Education deem necessary or desirable.

REPORTS TO:

SUPERVISES:

JOB GOAL: To provide consultation to School Nurses, Administration, and Board of Education regarding school health issues, services, and education.

PERFORMANCE RESPONSIBILITIES:

1. Consult with administration and Board of Education concerning general health policy and practices. Advise about medical-legal matters related to school health.
2. Consult with administration regarding physical and mental health issues concerning students.
3. Advise administration and Board of Education about specific student health problems.
4. Develop and maintain effective physician/school and school/physician communication.
5. Consult ~~on the validity~~ ~~on validity~~ and appropriateness of school health programs.
6. Consult on appropriate action to be taken regarding current trends and proposed new legislation/regulations in school health.
7. Participate in district and community health-related screening programs.

HEALTH SERVICES:

1. Consult and review established and proposed health screening programs.
2. Recommend measures for control of communicable diseases within the school.
3. Collaborate on and review emergency medical care and routine injury/illness care policies, protocols, and facilities.

4. Collaborate with the facilities safety coordinator to assure a healthful school environment.
5. Provide medical consultation to special education program professionals and families.
6. Provide medical consultation to school physical education and athletic programs.
7. Be available for consultation in emergencies.

HEALTH EDUCATION:

1. Advise on appropriateness of health education materials.
2. Assist in providing staff development, i.e., inservice training sessions.
3. Participate in, or provide consultation for staff development programs regarding health education topics.
4. Serve as a consultant in planning parent education meetings involving student health issues.

I, the undersigned physician, agree to serve as a Medical Advisor to the School District of New London for the 2002-03 school year. I understand this position is on a consultation basis and does not require direct care.

Date: _____

Physician

Date: _____

District Administrator

Date: _____

Board of Education

Grammatical Change

SCHOOL DISTRICT OF NEW LONDON
SCHOOL HEALTH SERVICES

STANDING ORDERS FOR NON-PRESCRIPTION MEDICATIONS

Standing Order – Definition

1. Applies to any student enrolled in the district.
2. Implies broad guidelines for assessment, intervention and referral.
3. Includes commonly used, non-prescription medications, including the following types of medications:
 - Antipyretics
 - Analgesics
 - Anti-inflammatories
 - Decongestants
 - Cough Syrups (Grades K-5), Cough Lozenges (Grades 6-12)
 - Eye Drops
 - Creams and Ointments
 - Antacids
 - Antihistamines
 - Laxatives
4. Requires the following prerequisites:
 - Medication in the original, labeled container
 - Written parent/guardian consent including dosage, time, and conditions under which the medication is to be given (see district medication policy)

THESE STANDING ORDERS FOR ADMINISTRATION OF MEDICATION FOR THE 2002-03 SCHOOL YEAR HAVE BEEN APPROVED BY:

Dated: _____

Timothy Houlihan, M.D.
Medical Advisor—School District of New London

CHILD NEGLECT AND/OR ABUSE

The Board of Education recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): May 9, 2005; March 10, 2008; March 25, 2019

REVIEW DATE(S): February 13, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
Staff Handbook
Parent/Student Handbook

LEGAL REFERENCE: Section 48.02 Wisconsin Statutes
Section 48.981 Wisconsin Statutes
Section 115.31 Wisconsin Statutes
Section 118.01(2)(d)8 Wisconsin Statutes
Section 118.07(5) Wisconsin Statutes
Section 118.125 Wisconsin Statutes
Family Educational Rights and Privacy Act

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 454 - CHILD NEGLECT AND/OR ABUSE

- A. Any school employee as defined in by state laws and administrative regulations, having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.
- B. A school employee making a child abuse or neglect report shall inform the building principal or his/her ~~designee~~ **designee** of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify, or prevent any reports of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.
- C. All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.
- D. The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.
- E. If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.
- F. The District Administrator or his or designee shall establish any necessary procedures to implement this policy and to comply with state law

requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually through the Staff Handbook and through other means deemed appropriate by the District Administrator or his or her designee.

G. Child abuse or neglect reporting process for district employees

1. Reports of suspected or threatened child abuse or neglect shall be made immediately by phone or personally to the following applicable and appropriate agency:
 - a. Outagamie County Health and Human Services Department
(920) 832-5161
 - b. Waupaca County Human Services Department Child and Family Services (715) 258-6300
 - c. Winnebago County Human Services Department (920)
727-2882

If a report to the appropriate department is not possible, or if the person making the report suspects that the health or safety of a child is in immediate danger and wishes to request an immediate investigation, the school employee should make the child abuse or neglect report to New London Police Department (920) 982-8505, the Outagamie/Waupaca/Winnebago County Sheriff's Department.

School employees may consult with student services staff prior to making a report but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of abuse or neglect or threatened abuse or neglect arises. It is not the responsibility of school personnel to obtain definitive proof that abuse or neglect has occurred, and school personnel shall not further investigate a child abuse or neglect situation following the making of a report, except in cases where an administrator has a responsibility to conduct an independent internal investigation into alleged misconduct by a student, school employee, agent of the District, etc. For example, school personnel shall not contact for investigative purposes a caregiver, or other person in the community, who is suspected of or who potentially may be responsible for the suspected abuse or neglect.

2. When making a child abuse or neglect report, the reporter should be prepared to provide as much of the following information as possible:

- a. The employee's name, phone number, relationship to the child, and school phone number.
- b. The name, home address, and age of the child suspected of or threatened with being abused or neglected.
- c. The name, home address(es) and ~~workplace~~work-place(s) of the child's parent(s) or guardian.
- d. The names and ages of the child's siblings, if relevant to the report.
- e. A description of why he/she believes the child has been abused or neglected or has been threatened with abuse or neglect, statements allegedly made by the child to others, and any relevant circumstances or conditions in the home or elsewhere of which the reporter is aware.

H. Child abuse and neglect investigations

1. In all cases, the building principal or his/her designee shall be informed that a child abuse or neglect report has been or will be filed. The building principal or designee shall support the employee in their action(s) and shall not attempt to delay, modify, or prevent any report of suspected child abuse or neglect. Informing the principal or designee of any suspected or threatened abuse or neglect does not eliminate a school employee's independent responsibility to make a report to county child protective services or the appropriate law enforcement agency.
2. The county agency charged with responsibility for investigating child abuse or neglect reports may generally contact, observe or interview a child at any location, including school, to determine if the child is in need of protection or services. School personnel may not require parent notification before allowing such interviews ~~to~~ take place at school when the department or agency is exercising its investigative authority under state law. County child protective services or law enforcement personnel may request the cooperation of a school teacher, counselor or other person whose presence would aid in the interview process. They may also, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.

I. Confidentiality of student record and child abuse and neglect reporting information

1. School personnel shall keep in mind state and federal laws and school district procedures regarding the confidentiality of student records

when disclosing information from a student's school records to child protective services or law enforcement personnel. Student records may be disclosed under state and federal laws to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of a student or other individuals. School personnel should take into consideration the totality of the circumstances pertaining to the threat to health or safety.

2. When student record information is disclosed in this situation, school personnel shall record: (a) the threat to the health or safety of the student or other individuals that formed the basis for the decision; and (b) the parties to whom the student record information was disclosed.
3. To provide for compliance with state law requirements, school personnel should keep child abuse and neglect reports and any information obtained from child protective services or law enforcement personnel regarding a child abuse or neglect report in a confidential file that is separate from the student's regular school records file(s). Such information can only be disclosed to the persons and for the purposes specified by law.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): May 9, 2005; March 10, 2008; March 25, 2019

REVIEW DATE(S): February 13, 2019; April 3, 2024

CROSS-REFERENCE: Policy 454 Child Neglect and/or Abuse
Staff Handbook
Parent/Student Handbook

LEGAL REFERENCE: Section 48.02 Wisconsin Statutes

Grammatical changes

SCHOOL DISTRICT OF NEW LONDON

Report of Suspected Child Abuse and Neglect

Reporter's Name _____

Date _____

School (check one)

High School

Intermediate School

Parkview School

Sugar Bush School

Middle School

Lincoln School

Readfield School

4K Community Site

Child's Name _____

Grade ____ Date of Birth _____

Address _____ Phone No. _____

Mother/Guardian's Name _____ Phone No. _____

Father/Guardian's Name _____ Phone No. _____

Siblings: 1. _____ Age _____

2. _____ Age _____

3. _____ Age _____

Suspected Abuse/Maltreatment (check ALL that apply)

Physical Abuse

Emotional Damage

Verbal Abuse

Sexual Abuse

Neglect

Threaten Harm

Summary of incident (Use specific, direct quotes from the child, include date of incident, injuries including exact location)

Child Protection Services (check county)

Waupaca County
(715) 258-6300

Outagamie County
(920) 832-5161

Winnebago County
(920) 727-2882

FAX (715) 258-6409

FAX (920) 832-5180

FAX (920) 303-4792

Intake Worker's Name _____

Date Report Made _____

SUPERVISION OF STUDENTS

- A. When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, **or recognized District vehicles** they are responsible to the school and the school is responsible for them.
- B. The Board expects all students to be under supervision by an assigned employee of the district when they are in school, on school grounds during school hours, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.
- C. In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised unless reasonable arrangements are made.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): June 12, 2006

REVIEW DATE(S): February 13, 2019; April 3, 2024

CROSS-REFERENCE:

LEGAL REFERENCE:

Addition of district vehicles

MOTORIZED VEHICLE/BICYCLE USE BY STUDENTS

Students driving motorized vehicles to school who park on school property will be subject to such rules and regulations as the administration deems necessary for the safety and welfare of students under his/her control.

Students riding bicycles to school will be subject to rules and regulations believed necessary by the administration for the safety and welfare of the student rider and other students.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): June 12, 2006; March 10, 2008; March 25, 2019

REVIEW DATE(S): February 13, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes

No change

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
455.2 - MOTORIZED VEHICLE/BICYCLE USE BY STUDENTS**

- A. The following bicycle use rules must be observed by all students:
1. Students bring bicycles to school at their own risk.
 2. Students must park their bicycles within the area designated by the building principal.
 3. Loitering in the **area where bicycles**~~area-bicycles~~ are parked or tampering with bicycles is prohibited.
 4. Bicycle safety and security regulations established by the school must be honored.
 5. Bicycles are not to be ridden during the school day on school grounds.
- B. The following rules apply to all high school students driving motor vehicles (automobiles, trucks, motorcycles, snowmobiles, mopeds, **ATV/UTVs**, etc.) who park on school property:
1. Vehicles must be parked in the authorized parking lot, or designated parking spot and they must be locked.
 2. The administration may request vehicles to be ticketed by the Police Department if vehicles are in restricted areas.
 3. Students who park vehicles in restricted areas or drive in restricted areas may have parking privileges suspended in accordance with established procedures.
 4. No vehicle will be used during the school day unless permission has been granted by the building principal or his/her designee.
 5. Students will not loiter in or around parked vehicles during the course of the day.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): June 12, 2006; March 10, 2008; March 25, 2019

REVIEW DATE(S): February 13, 2019; April 3, 2024

CROSS-REFERENCE: Policy 455.2 Motorized Vehicle/Bicycle Use by Students

LEGAL REFERENCE: Section 120.13(1) Wisconsin Statutes

Clarification of bicycle area and the addition of UTV/ATV

**STUDENT REFERRAL PROCESS FOR
ALCOHOL AND DRUG ABUSE PROGRAMS**

- A. The School District of New London recognizes that students often need education and assistance because a person significant to them is affected with chemical dependency, or because they require support in their own decisions not to use or abuse alcohol and/or other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The School District of New London recognizes that chemical use may evolve into chemical dependency, a serious illness, which can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded those who are in the process of recovery.

- B. It should be understood by parents, students and staff that all violations of school rules and regulations or state and federal laws will be vigorously enforced by school officials. The students' rights and responsibilities outlined by the School District of New London will be adhered to as the standard administrative practice regarding student discipline and students' rights.

ADOPTION DATE: January 8, 1996

REVISION DATE(S):

REVIEW DATE(S): April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes
Section 120.13(1) Wisconsin Statutes
Section 125.02(8m) Wisconsin Statutes
Section 125.037 Wisconsin Statutes
Section 125.09(2) Wisconsin Statutes
Chapter 161
Drug-Free Schools and Communities Act Amendments of 1989

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 456 - STUDENT REFERRAL PROCESS FOR ALCOHOL AND DRUG ABUSE PROGRAMS

- A. The School District of New London establishes a program to provide education, assistance and support for students affected by chemical dependency or other alcohol and drug abuse-related problems.
1. The main responsibility for operating the program will be in the hands of each building principal (or his/her designee) who will interpret the District's policy to students, staff, parents, and the community, and a ~~Student Assistance Program~~ School Counselor and/or Social Worker, who will assess the nature and scope of alcohol and drug problems in students referred, and make recommendations for the appropriate form of assistance.
 2. An essential feature of the program is that students, along with their families, are encouraged to contact staff persons, the building principal, Social Worker, or the ~~SAP~~ school counselor regarding problems with alcohol and other drugs, with the assurance that such contacts will be handled confidentially.
 3. Students may be referred to the ~~SAP~~ Building Principal, Social Worker and/or School Counselor by school staff, other students, parents, or community agencies (i.e., clergy, law enforcement, etc.). Staff members are expected to refer any student who:
 - a. Exhibits a definite and repeated pattern of decline in their school performance, which may be alcohol or drug-related, and/or
 - b. Manifests any signs, symptoms, or indications of a chemical problem.
 4. Any student judged by the Administrator to be a possible danger to himself or to others may be excluded from school until a professional evaluation is obtained. In cases of extended absence, assignments will be provided or homebound instruction initiated.
 5. When a referral is made, the ~~SAP~~ Social Worker or School Counselor may consult with the student and contact other staff members in an attempt to assess the nature and scope of the student's problem.
 6. On the basis of his/her assessment, the resource person may recommend one or more of the following courses of actions:
 - a. No reason for immediate concern; no chemical problem.

- b. Referral to other resources.
 - c. Continued one-to-one involvement with ~~SAP~~ Social Worker or School Counselor or other pupil service staff;
 - d. Continued involvement with the ~~SAP~~ Social Worker or School Counselor and group experiences.
 - e. Referral for outside evaluation.
 - f. Inpatient treatment.
 - g. Outpatient treatment.
 - h. Involvement in AA, Al Anon/Alanon, and Alateen, or recognized support services.
7. At all times, it is the prerogative of the student and families to accept referral to the ~~SAP~~ Social Worker or School Counselor or to outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it still remains his/her responsibility to maintain satisfactory or acceptable levels of performance and conduct, or face such legitimate disciplinary action as may be corrective and warranted.
 8. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statutes (e.g., 118.25, 118.126).
 9. The awareness and support of parents for a student affected by alcohol and other drug abuse and chemical dependency is extremely important. However, where either students or parents do not wish to cooperate in making needed assistance available, the student's status in school may be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
 10. It is against school policy for anyone—students or staff—in school, on school grounds, or at school-sponsored activities, to be under the influence of alcohol or other mood-altering drugs.
 11. Prescription medications are to be considered as exceptions to this policy when used by the individual for whom they were prescribed, and the manner and amount prescribed.
 12. It shall be the responsibility of each building Administrator and/or his/her designee to develop procedures consistent with this policy, and to provide the necessary orientation and training and staff persons.

The building Administrator/designee and the ~~SAP-Social Worker or School Ceounselor~~ for each building will periodically evaluate the progress of the program and its effectiveness, and make annual reports and recommendations to the District Administrator.

ADOPTION DATE: January 8, 1996

REVISION DATE(S):

REVIEW DATE(S): April 3, 2024

CROSS-REFERENCE: Policy 456 Student Referral Process for Alcohol and Abuse Programs

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes
Section 120.13(l) Wisconsin Statutes
Section 125.02(8m) Wisconsin Statutes
Section 125.037 Wisconsin Statutes
Section 125.09(2) Wisconsin Statutes
Chapter 161
Drug-Free Schools and Communities Act Amendments of 1989

Clarification on appropriate school designee to support programs.

SUDDEN DEATH PLAN

The School District of New London Administration establishes appropriate steps for managing sudden death of staff or students.

ADOPTION DATE: March 8, 1999
REVISION DATE(S): June 12, 2006; March 25, 2019
REVIEW DATE(S): February 13, 2019; April 3, 2024
CROSS-REFERENCE: Crisis Manual
LEGAL REFERENCE: Section 118.01(2)(d) Wisconsin Statutes
Section 118.295 Wisconsin Statutes

No changes

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; April 3, 2024

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

No changes

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 to include~~ 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 **district wide** 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; April 3, 2024

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

Grammatical changes

STUDENT SCHOLARSHIPS

It is the policy of the School District of New London to provide opportunities for students to further their education by applying for scholarships.

The District will not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints will be processed in accordance with established procedures.

ADOPTION DATE: July 13, 1998

REVISION DATE(S): May 10, 2004; June 12, 2006; April 13, 2015

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
Policy 411 Equal Educational Opportunities/Complaint Procedures
Policy 461 Wisconsin Academic Excellence Scholarship Selection

LEGAL REFERENCE: Section 39.41 Wisconsin Statutes
Section 118.13 Wisconsin Statutes
PI 9 Wisconsin Administrative Code
HEA 9

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 460 - STUDENT SCHOLARSHIPS

- A. Students in the District will be informed by the administrators and/or counselors of any available academic scholarships.
- B. Literature concerning available scholarships will be posted in the school building. The high school guidance counselors will maintain records of available scholarships and will notify students of such scholarship opportunities.
- C. To be eligible for any school-sponsored/selected scholarship, students must be enrolled in the high school for four (4) consecutive semesters prior to the awarding of scholarships. ~~This includes the Wisconsin Academic Excellence Higher Education Scholarship as explained in Policy/Procedure 461.~~

ADOPTION DATE: July 13, 1998

REVISION DATE(S): May 10, 2004; June 12, 2006; April 13, 2015

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 460 Student Scholarships
Policy 411 Equal Educational Opportunities/Complaint Procedures
Policy 461 Wisconsin Academic Excellence Scholarship Selection

LEGAL REFERENCE: Section 39.41 Wisconsin Statutes
Section 118.13 Wisconsin Statutes
PI 9 Wisconsin Administrative Code
HEA 9

Removal of reference to academic excellence scholarships.

SCHOOL DISTRICT OF NEW LONDON

POLICY 461

**WISCONSIN ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP
SELECTION**

The School District of New London shall annually name the recipients of the State Academic Excellence Scholarship. The process for selection is defined in the Administrative Guideline.

ADOPTION DATE: July 13, 1998

REVISION DATE(S): January 14, 2002; May 10, 2004; April 13, 2015; May 13, 2019

REVIEW DATE(S): April 10, 2019; February 10, 2020; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
Policy 460 Student Scholarships
Policy 462 Wisconsin Technical Educational Excellence
Scholarship

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 461 - WISCONSIN ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP SELECTION

- A. The Wisconsin Academic Excellence Higher Education Scholarship (AES) provides up to \$2,250 towards tuition at a participating University of Wisconsin (UW) institution, Wisconsin Technical College System (WTCS) institution, or private post-secondary institution in Wisconsin. The full \$2,250 is paid where tuition is \$2,250 or more; where full-time tuition is less than \$2,250, the actual full-time tuition is paid.
- B. The following criteria must be met in order to qualify for the Wisconsin Academic Excellence Scholarship. The selected student(s) and alternates must:
1. Be a resident of the United States who is either a U.S. citizen or an alien who is admitted lawfully for permanent residence;
 2. Be a Wisconsin resident as defined in 36.27 Wis. Stats;
 3. Have achieved senior status and have been in attendance for four (4) consecutive semesters prior to awarding the scholarship.
- C. There is no actual application form or process for the AES. The AES is awarded to the high school senior student who has the highest grade point average (GPA) in his or her graduating class. Officials from the high school determine who that student is as of the end of the first semester of the senior year, and they report that student's name to Higher Education Aids Board (HEAB) by February 25. (They also report the names of any alternates for the AES; alternates are students who have the same GPA as the AES recipient but who were not chosen to receive the AES when tie-breaking criteria were applied. If there are no other students with the same GPA, any remaining seniors with the next highest GPA will be reported.)
- D. In the event of a tie in GPA, the senior transcript will be evaluated as follows:
1. The senior who has the highest composite American College Test (ACT) score as of the end of the seventh semester of high school shall be named the scholar.
 2. In the event that a tie still exists, the senior with the highest sub score will be named the scholar. Sub scores will be evaluated in the following order:
 - a. English
 - b. Mathematics

- c. Science
- d. Social Studies
- E. A senior is considered qualified for the scholarship if he/she is admitted to and enrolls, on a full-time basis, in a center or institution within the University of Wisconsin system or a technical college or private institution of higher education in the state that is participating in the scholarship program. The student must be enrolled by September 30 of the academic year immediately following the school year in which the senior was designated as a scholar.
- F. If a senior that has been designated as the high school's scholar does not qualify for a higher education scholarship, the highest-ranking alternative senior with the next highest grade point average as the original designee shall be eligible for the higher education scholarship and the same tie-breaking criteria shall be applied as listed above.

ADOPTION DATE: July 13, 1998

REVISION DATE(S): January 14, 2002; May 10, 2004; April 13, 2015; May 13, 2019; February 10, 2020

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 461 Wisconsin Academic Excellence Higher Education Scholarship Selection
Policy 460 Student Scholarships
Policy 462 Wisconsin Technical Educational Excellence Scholarship

LEGAL REFERENCE:

No change

WISCONSIN TECHNICAL EDUCATION EXCELLENCE SCHOLARSHIP

- A. The School District of New London, in compliance with State Statutes, will incorporate the following criteria for selecting the recipient of the Wisconsin Technical Excellence Scholarship. This scholarship will be used to assist with tuition and fees for as long as the recipient meets the established Wisconsin Statutes Administrative Code Chapter 9 Higher Education Aids (HEA 9) Wisconsin Technical Excellence Scholarship criteria.
- B. The number of seniors permitted by state law with a demonstrated exemplary level of proficiency in technical education subjects, as determined under these procedures, will be selected as the high school’s designee(s) to receive the Wisconsin Technical Excellence Scholarship. Any ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives a Technical Excellence Scholarship is not eligible to receive a Wisconsin Academic Excellence Higher Education Scholarship, and vice versa.
- C. The District’s designation of its scholar(s) and alternatives is not a final determination that the student has met, or will meet, all applicable requirements for receipt of the scholarship funds. If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the Wisconsin Higher Educational Aids Board (HEAB) may award the District’s scholarship to a designated alternate recipient.

ADOPTION DATE: February 9, 2015

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline
Policy 345.6 High School Graduation
Policy 345.61 Early Graduation
Policy 412.1 Full-Time Students

LEGAL REFERENCE:

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

462 - WISCONSIN TECHNICAL EDUCATION EXCELLENCE SCHOLARSHIP

- A. Designating scholars and alternates: The District will identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:
1. Any high school senior that is eligible to compete for the scholarship will be considered as a candidate. A student must have an academic and career plan leading to a career in technical education.
 2. Members of the District's high school staff will verify that each student who has submitted a timely declaration of interest meets the minimum eligibility requirements that are to be verified at the school level, including all such requirements established under the procedures or by the HEAB or the scholarship program's authorizing statute.
 3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District adopts the points-based ranking system established by the HEAB, under which students' grade-point average in their Career and Technical Education (CTE) courses serves as the initial tie-breaker if two or more relevant students have acquired the identical number of points.
 4. The high school will designate and rank one alternate for each designated scholar.
- B. A work team comprised of at least one high school administrator and at least one high school counselor or CTE teacher will be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including applying tie-breaking procedures to the extent necessary.
- C. The high school principal will be responsible for ensuring that the District designates and notifies the Higher Education Aids Board (HEAB) of the District's scholars and alternates in a timely fashion.
- D. District requirements determining when a student may compete for the scholarship: In order for a student to be a qualified local candidate for the Technical Excellence Scholarship:
1. The student must meet the following in-District school enrollment requirement(s):
 - a. A student has senior status for purposes of competing for the scholarship if (1) the student is in his/her fourth year of high

school or an equivalent-level program; and (2) by no later than the end of the spring semester in which the scholarship is awarded, the student must have completed or be expected to complete all of the District's high school graduation requirements. A student cannot compete for the scholarship in more than one school year.

- b. The student must be enrolled in the District's high school as a full-time student or participating in a District-approved foreign exchange program during the spring semester of his/her senior year, or he/she must have graduated from the high school early at the conclusion of the fall semester prior to the semester in which the scholarship is awarded.
 - c. The student must have been enrolled full-time in the District's high school for at least three (3) complete semesters prior to the start of the spring semester in which the scholarship is awarded.
2. The student must also be an eligible candidate meeting at least **one** of the following criteria:
- a. Be a Career and Technical Education (CTE) Concentrator; defined as completing at least three (3) high school CTE courses in program area(s) leading to a degree or diploma in one or more career and technical education pathways:
 - i. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES (eligible candidates/nominees will not be allowed to change class schedule if change affects ranking status and/or eligibility for TES scholarship after February 1st).
 - ii. The definition of "CTE course" is to be that definition approved by the board of Wisconsin Technical College System (WTCS) under the Carl D. Perkins Career and Technical Education Act of 2006, P.L. 190-270 (Perkins IV), which is: a secondary-level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education; such courses must be taught by a CTE instructor licensed for that specific discipline, except that courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.

- b. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce (DWD);
 - c. Completed or be on track to complete an industry-recognized certification program approved under Wis. Stats. 115.367 (2);
or
 - d. Active participant/member in good standing in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA or HOSA. Participants must have fulfilled membership requirements in CTE organization through active participation and participation in events. Student is responsible for obtaining signature from CTSO advisor for verification.

- E. Awarding points for CTE courses and Career and Technical Student Organization (CTSO) Participation: Candidates will be ranked based on the following point system reflective of course work and technical education experience.
 - 1. One point is given to a student for each credit earned per term in CTE courses.
 - 2. One point is given to a student for each year of active participation in a Career and Technical Student Organization in Wisconsin or in any of the following local CTE Organizations: Engineering Club, Electrothon Car, and Pro Start Competition, as long as it is extra-curricular and not part of a course expectation where their involvement is mandatory and/or where the student would earn any grade or extra-credit for participation. (For activity in multiple CTSOs, one point is given for each year of participation in each activity.) Students must be in good standing each year of participation to receive credit/point. Good standing can be defined as active participation according to CTSO guidelines outlined by high school advisor. The student is responsible for obtaining signature of verification from CTSO advisor.
 - 3. For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned. Students will not be able to change their schedules after February 1st if the change reduces the number of CTE courses and affects their status as a recipient of alternate.
 - 4. If students are tied in points, students with equal points will be ranked on their GPA in CTE courses.

- F. High School grading policy: The District has a written high school grading system that will be applied to the process of designating scholars and

alternates for a Technical Excellence Scholarship. To the extent it is necessary to calculate a student's overall grade-point average, or a student's Career and Technical Education grade-point average, the high school grading system will be applied, so far as practical, in the same manner as it is applied to calculate the student's cumulative grade-point average as reported on the student's high school transcript (including to the same number of decimal places).

- G. Tie-breaking procedures: If, following comparison of tied students' grade-point averages in CTE courses, the New London High School Committee will choose the candidate.

ADOPTION DATE: February 9, 2015

REVISION DATE(S): May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 462 Wisconsin Technical Education Excellence Scholarship
Policy 345.6 High School Graduation
Policy 345.61 Early Graduation
Policy 412.1 Full-Time Students

LEGAL REFERENCE:

No change

PARENT/LEGAL CUSTODIAN RIGHTS AND RESPONSIBILITIES

The School District of New London is committed to keeping all students safe and secure. The established Administrative Guideline shall determine parent/legal custodian rights and responsibilities to be utilized by School District of New London administration and office personnel.

ADOPTION DATE: January 11, 1999

REVISION DATE(S): June 12, 2006; May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 118.125(2)(m) Wisconsin Statutes
Section 767.001 Wisconsin Statutes
Section 767.24 Wisconsin Statutes

No change

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 491 - PARENT/LEGAL CUSTODIAN RIGHTS AND RESPONSIBILITIES

- A. When a question arises as to the rights and responsibilities of a parent/legal custodian over a child enrolled in the school district, the following procedures will be followed:
1. Both natural parents and/or legal custodian have the right:
 - a. To view the child's school records.
 - b. To receive school progress reports and receive school mailings.
 - c. To visit the child briefly at school on a reasonable basis and approved by the building administrator. The parents cannot disrupt the educational process.
 - d. To participate in parent/teacher conferences.
 2. Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent an individual from participating in the activities as noted above.
 3. It is the responsibility of the parent and/or legal custodian to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding the child or wish to be placed on the school's mailing list.
- B. Only a parent and/or legal custodian has the right to remove the child from school or to visit the child in school. If another individual asks to remove a child or visit a child the following steps will be followed:
1. The administration will contact the parent/legal custodian and inform him/her of the request.
 2. If the parent/legal custodian agree(s), the student will be allowed to leave or to visit with the individual making the request.
 3. In terms of visitation, the child will be summoned to the office and remain in the office for the duration of the visit. The visit will take place in an area which can be observed by office personnel.
 4. If the parent/legal custodian objects, the student will not be released to or be allowed to visit with that individual.

C. A copy of this policy will be included in parent handbooks.

ADOPTION DATE: January 11, 1999

REVISION DATE(S): June 12, 2006; May 13, 2019

REVIEW DATE(S): April 10, 2019; April 3, 2024

CROSS-REFERENCE: Policy 491 Parent/Legal Custodian Rights and Responsibilities

LEGAL REFERENCE: Section 118.125(2)(m) Wisconsin Statutes
Section 767.001 Wisconsin Statutes
Section 767.24 Wisconsin Statutes

No change