

AMENDED



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Wednesday, June 21, 2023**



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, June 21, 2023**, 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. Select a committee chair and a recorder
- C. Review of Policy Committee purpose
- D. Establish date and time for 2023-24 committee meetings
- E. Policy/Administrative Guideline review and discussion:
 - 187 Public Participation at Board Meetings
 - 347 Control, Maintenance, and Confidentiality of Student Records
 - 380 *Miscellaneous Instruction Policies (Section Title)*
 - 381 Political Activities in the Classroom
 - 882.1 Police/School Liaison Program

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
6/21/23 POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
187 Public Participation at Board Meetings	Requested to be reviewed	
347 Control, Maintenance, and Confidentiality of Student Records	No change	No change
381 Political Activities in the Classroom	No change	No change
882.1 Police/School Liaison Program	Addition of Section 4, D to enhance school administrator, police/school liaison, and parent contact protocol when a potential school violation occurs	Addition of Section A to further clarify role of School Liaison Officer; clarity regarding contact by police/school liaison officer or school authorities in Section D and E

PUBLIC PARTICIPATION AT BOARD MEETINGS

All meetings of the School Board shall be open to the public and all actions and deliberations leading to Board action shall be conducted openly, except as otherwise specifically provided by law.

The public is invited to attend Board meetings and, following rules established by the Board, shall be allowed to contribute to Board proceedings. The Board President or other presiding officer is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public comment, the appropriateness of the subject being presented, and the suitability of the time for such a presentation.

At open forums and at Board meetings during which the Board permits public participation, all members of the public shall be entitled to participate equally.

The Board will listen to but is unable to discuss matters brought up during the public participation period of the meeting agenda unless the matters are properly noticed on the agenda. The Board shall not act upon any matter that was not specifically authorized by law. NOTE: A summation of comments made in public forum will be included in Board minutes.

Members of the District administrative staff and other persons on the approved agenda may address the Board without the need to suspend the rules.

ADOPTION DATE: January 11, 2016

REVISION DATE(S): March 8, 2021

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE: Exhibit 1 - Public Participation at Board Meetings Form

LEGAL REFERENCE: Wisconsin Statutes Section 19.81, Section 19.83(2),
Section 19.84(2), Section 19.85

SCHOOL DISTRICT OF NEW LONDON
PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens wishing to speak are asked to fill out the form below and present it to the President of the Board of Education prior to the start of the meeting.

Public Participation at Board Meetings

The School District of New London encourages constructive, orderly contributions from the public at all regular and special meetings. The Board recognizes that citizens of the District are entitled to this input and that citizens can provide the Board with a unique and important perspective on district affairs. The Board further believes that it is desirable for citizens of the district to understand the process by which their school district is governed.

CITIZENS WISHING TO CONTRIBUTE TO BOARD MEETINGS SHOULD OBSERVE THE FOLLOWING PROCEDURE:

1. Copies of the agenda will be available prior to the meeting. Citizens are asked to fill out the form below, stating their name, address, and the topic on which they wish to contribute and submit to the Board President. The President of the Board of Education will collect the forms and organize them in terms of agenda topics or general comments. Citizens wishing to speak will be recognized at a public forum.
2. Each person, when called, will give their name and address, and the name of any group they represent. Citizens should limit their remarks from up to five (5) minutes. Time for citizen remarks may be expanded or limited by the chair.
3. Comments and/or concerns if not in reference to any item(s) found on the agenda will be referred to an administrator for a response at a later date or to a study of the matter with a response to come at a later date. The Board of Education may not under interpretation of State Statutes respond at the meeting to concerns of the public unless the item is noted on the open meeting portion of the agenda.
4. District employees may be heard during this time, but only in their private capacity as taxpayer, parent, or citizens.
5. Citizens' contributions to Special meetings called by the Board of Education will be limited to the topic of that meeting; general comments should be reserved for regular meetings.

While the Board recognizes its obligation to hear and respond to the public at regular and special meetings, it also reserves the right to meet in executive session on appropriate subjects.

✂ Tear off; present to the Board President ✂

Date of Meeting: _____ Phone: (_____) _____

Name: _____ Group Represented: _____

Address/City/Zip: _____

Topic: _____

**CONTROL, MAINTENANCE, AND CONFIDENTIALITY
OF STUDENT RECORDS**

The School District of New London maintains student records for each student attending school in the district. State and federal laws require the control and maintenance of such records assure confidentiality. Only individuals or agencies specifically authorized are granted access to a student’s records.

- ADOPTION DATE: January 11, 1999
- REVISION DATE(S): July 11, 2005; November 26, 2018
- REVIEW DATE(S): September 12, 2018; June 21, 2023
- CROSS-REFERENCE: Administrative Guideline
- LEGAL REFERENCE: Section 48.396(2m) Wisconsin Statutes
Section 115.85(4) Wisconsin Statutes
Section 118.125 Wisconsin Statutes
Section 118.127 Wisconsin Statutes
Section 146.81-146.83 Wisconsin Statutes
Section 767.24(7) Wisconsin Statutes
Section 938.067-938.78 Wisconsin Statutes
Family Educational Rights and Privacy Act
Health Insurance Portability and Accountability Act
Wisconsin Act 292

No changes recommended.

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 347 - CONTROL, MAINTENANCE, AND CONFIDENTIALITY OF STUDENT RECORDS

- A. In accordance with Chapter 118, Section 125, Chapter 115, Wisconsin Laws of 1997, and Title V, Sections 513 and 514 of P.L. 93-380, and Wisconsin Act 292 relative to the confidentiality and maintenance of pupil records, the School District of New London hereby adopts the following rules as a matter of policy and in compliance with the provisions of the law.
- B. General.
1. Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences and are confidential subject to School Board policy.
 2. No employee of the School District of New London will divulge to any other person any information identified as confidential regarding a student that was obtained through review of a student pupil records or patient health care record, was discussed at Individualized Educational Plan (IEP) team meetings or other formal or informal meetings regarding students without the written permission of the parent or guardian of the minor student or the adult student. Failure to comply with this section could result in disciplinary action by the school district.
 3. Student records include all records relating to an individual student, regardless of format, other than: 1) notes or records maintained for personal use by teachers or other certified personnel which are not available to others; 2) records necessary for and available only to persons involved in the psychological treatment of a student; and 3) records that are required by federal law to be released upon request to military recruiters and institutions of higher education.
- C. Classification system (118.125).
1. Information and records will be classified according to the following categories:
 - a. Pupil records [118.125(d)]:
 - (1) Directory data.
 - (2) Progress records.
 - (3) Behavioral records.

- b. Patient health care record [118.125(2m)(a)(b)].
- c. Personal professional files.

D. Pupil records.

1. Directory data:

- a. Name of student.
- b. Birth date and place of birth.
- c. Weight and height of athletic team members.
- d. Home address and telephone number.
- e. Parent or guardian name and address.
- f. Parent or guardian business phone number.
- g. Attendance data:
 - (1) Date of entrance in school.
 - (2) Previous school.
 - (3) Records of days absent.
 - (4) Date of graduation, withdrawal, or transfer.
 - (5) Name of school transferring to.

2. Progress records (Cumulative file):

- a. Courses enrolled in each year.
- b. Grades earned.
- c. Credits earned.
- d. Cumulative grade point average, if appropriate.
- e. Class ranking, if calculated.
- f. School club activities.
- g. Service, scholastic, or athletic awards.
- h. Attendance records.

3. Behavioral records (Confidential file):

- a. Standardized Achievement Test Results:
 - (1) Name of test.
 - (2) Date test was administered.
 - (3) Scores achieved.
 - (4) National and/or local percentile standing.

- b. Standardized Intelligence and Aptitude Tests:
 - (1) Name(s) of test(s) administered.
 - (2) Scores on standardized intelligence and aptitude tests.
 - (3) Dates tests were administered and the reasons why.
 - (4) Inventory test results.

- c. Pupil physical health records:
 - (1) Health data:
 - (a) Emergency phone number.
 - (b) Name of family physician, dentist, and phone numbers.
 - (c) Physical health problems that teachers should be aware of for the child's protection.
 - (d) Immunization record (see VI,A,9) and emergency medical card.
 - (e) Athletic permit card.

 - (2) Medical history:
 - (a) Record of diseases or significant physical problems.
 - (b) Description of other handicapping conditions.
 - (c) Physician's prescriptions, if medication is to be administered in school.
 - (d) Instructions for administering medication, including frequency and names of school personnel authorized to administer it.
 - (e) Routine screening (vision, hearing, scoliosis, etc.) and follow up.
 - (f) Records concerning the pupil's ability to participate in the educational program.
 - (g) Lead screening records under Section 254.162.

- d. Administrative history:
 - (1) Letters of recommendation from school personnel.
 - (2) Parent-school correspondence.
 - (3) Family background information.
 - (4) Reports of disciplinary action, such as:
 - (a) Suspension.
 - (b) Exclusion or expulsion.

- (c) Transfer.
- (d) Follow-up on disciplinary action.
- (5) Individualized education program documents.
- (6) Reports of IEP team evaluations Wisconsin Statutes, Chapter 115 (IDEIA).

- e. Chapter 115 records:
 - (1) Referral information.
 - (2) Permission for evaluation.
 - (3) IEP team report summary.
 - (4) All notices relating to IEP team process.
 - (5) Individual Education Plans.
 - (6) Placement decisions.
 - (7) Reports from outside evaluations/agencies.
 - (8) Copies of release of information.
 - (9) Copies of parent or adult student request for copies of records.

- f. Anecdotal records (not related to IEP team evaluation):
 - (1) Including, but not limited to, personal observations and impressions of teachers, counselors, and other professionals regarding information that may be used to make education decisions about a child.

- g. Law enforcement records per Chapter 938.396(1m).

E. Patient health care records.

- 1. Physician's report if medical evaluation has been conducted.
- 2. Psychiatric report if child has seen a psychiatrist.
- 3. Records related to the health (physical, mental, emotional) of a patient prepared by a health care provider; i.e. clinical psychologist, et al.
- 4. Records related to the health of a patient under the supervision of a health care provider.
- 5. Any pupil record that relates to a pupil's physical health and is not a pupil physical health care record.
- 6. Any pupil record that concerns the results of a test for the presence of HIV or an antibody to HIV will be treated as provided under Section 252.15 and has the meaning given in Section 252.01(1m).

F. Personal professional files.

1. Personal professional files are defined as including notes taken during interviews, clinical diagnoses, test protocols, or various memory aids which support the professional's ability to work with the child; to be considered a personal professional file, the following criteria must be met:
 - a. The records must be kept with or near the professional making the record.
 - b. The confidential files of professionals automatically become the personal property of the person making the records; decisions regarding access to the records are the sole determination of the maker of the records.
 - c. Once a professional has "opened" the personal file and shared the information for educational purposes, that part of the personal file can no longer remain personal. This includes consultation through email regarding the student's behavior, achievement, and/or ability level.

G. Confidentiality.

1. All pupil records are confidential, with the following exceptions:
 - a. A pupil or the parent or guardian of a minor pupil will, upon written request, be shown and provided with a copy of the pupil's progress reports.
 - b. An adult pupil, or the parent or guardian of a minor pupil, will, upon written request, be shown in the presence of person qualified to explain and interpret the records, the pupil's behavioral records; such pupil, parent or guardian will, upon written request, be provided with a copy of the behavioral records, but will not be provided law enforcement records obtained under 938.396(lm) (118.125(2)(e)).
 - c. The judge of any court of this state or of the United States will upon written request, be provided by the school district clerk with a copy of all progress records for a pupil who is the subject of any proceedings in such court.
 - d. Pupil records may be made available to persons who have a legitimate educational interest, are employed by the school district which the pupil attends, and who are required by the Department of Public Instruction under Section 115.28(7) to hold a certificate, license, or permit.
 - e. Upon the written request of an adult pupil, or the parent or guardian of a minor pupil, the school will make available to the

person named in the permission form the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release, but will not release law enforcement records obtained under 938.396(lm) [118.125(2)(e)].

- f. Pupil records will be provided to a court in response to a subpoena by parties to an action for in-camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. Parents are to be notified before complying with the subpoena.
- g. The School Board may provide the Department of Public Instruction or any public officer with any information required under Chapters 115 and 121.
- h. Upon request by the department (DPI), the School Board will provide the department with any information contained in a pupil record that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with requirements under Chapters 115 to 121. The department will keep confidential all pupil records provided to the department by a School Board.
- i. Information from a pupil's immunization records will be made available to the Department of Health and Human Services to carry out the purposes of Section 252.04.
- j. Information from any pupil lead screening records will be made available to state and local health officials to carry out the purposes of Sections 254.11 to 254.178.
- k. The technical college district board in which the public school is located, or the Department of Health and Human Services or a county department under Sections 46.215, 46.22 or 46.23 for verification of eligibility for public assistance under Chapter 49, will, upon request, be provided by the school district clerk with the names of pupils who have withdrawn from the public school prior to graduation under Section 118.15(1)(c).
- l. Directory data may be disclosed to any person, if the school has notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each pupil and has allowed 14 days for the parent, legal guardian or guardian ad litem of that pupil to

inform the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem, AND

- (1) The parent, legal guardian or guardian ad litem has not so informed the school, the school district clerk, upon request, will provide a technical college district board with the name and address of each such pupil who is expected to graduate from high school in the current school year.
 - (2) The parent, legal guardian or guardian ad litem has not so informed the school, the school district clerk, upon request, will provide any representative of a law enforcement agency, district attorney or corporation counsel, county department under Section 46.215, 46.22 or 46.23 such information relating to any such pupil enrolled in the school district for the purpose of enforcing that pupil's school attendance, investigating alleged criminal or delinquent activity by the pupil or to responding to a health or safety emergency.
- m. A School Board may disclose personally identifiable information from the pupil records of an adult pupil to the parents or guardian of the adult pupil, without the written consent of the adult pupil, if the adult pupil is a dependent of his or her parents or guardian under 26 USC 152, unless the adult pupil has informed the school, in writing that the information may not be disclosed.
- n. A School Board will disclose the pupil records of a pupil in compliance with a court order under Sections 48.345(12)(b), 938.34(7d)(b), 938.396(lm)(c) or 938.78(2)(b)2 after making a reasonable effort to notify the pupil's parent or legal guardian.
- o. A parent who has been denied periods of physical placement with the child under Section 767.24(4) does not have the rights of a parent or guardian under pars. (a) to (j).
2. Notwithstanding their confidential status, pupil records may be used in suspension and expulsion proceedings and by the IEP team under Chapter 115 of the Wisconsin Statutes.
3. Law enforcement records:
- a. When the school district wishes to request written records and/or information from law enforcement agencies per Chapter 938.396(lm), those requests will be made by the building principal, or their designee, in writing to the Chief of Police, or Police Administrator, whose department holds jurisdiction.

- b. Written records and/or information received under 938.396(lm) are identified as behavioral records and their confidentiality is governed by Chapter 118.125(2)(e).
 - c. A school board will treat law enforcement unit records of juveniles in the same manner as a law enforcement agency is required to treat law enforcement officers' records of juveniles under s.938.396 (1) and (1x) and (5).
 - d. These cannot be used as the sole basis for disciplinary action except for disciplinary action under the athletic/activity code.
4. Disclosure of pupil records:
- a. A school district must disclose directory data to aid in the investigation of alleged criminal activity or delinquent activity by a pupil to any representative of a law enforcement agency, district attorney, corporation counsel, county department or court.
 - b. A school district must provide a law enforcement agency with a copy of a pupil's attendance record if the law enforcement agency certifies in writing that the pupil is under investigation for allegedly committing a criminal or delinquent act and the law enforcement agency will not further disclose the information unless specifically authorized by statute.
 - c. For the purposes of providing services to a pupil before adjudication, a school board may disclose pupil records to a law enforcement agency, district attorney, corporation counsel, agency as defined in s.938.78 (1), intake worker under s. 48.067 or 938.067, court record, municipal court, private school, or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as permitted under statute.
 - d. The district may disclose student records to appropriate parties in connection with an emergency if necessary to protect the health or safety of any individual.
 - e. The district will notify parents/guardians of secondary level students (9-12) about the option to prohibit the release of information to military recruiters or institutions of higher education without prior written parental consent.

H. Custody of records.

1. Primary responsibility for maintaining the confidentiality of pupil records will rest with the School District Administrator or his designee.
2. Each building principal will be fully responsible for maintaining the confidentiality of all pupil records kept in his or her school.
3. The school nurse will be solely responsible for maintaining the confidentiality of all Patient Health Care Records for all students enrolled in the school district.
4. Information received from law enforcement officers must be maintained separately from a pupil's other pupil records.
5. All written requests for the inspection of pupil records or for the transfer of such records to another district will be directed to the building principal and/or the Director of Pupil Services in the case of Chapter 115 records.
6. The building principal and/or the Director of Pupil Services, in the case of Chapter 115 records, will ascertain whether request for inspection or transfer of pupil records to another school or school district is permissible under this policy.
7. The principal and/or Director of Pupil Services has the responsibility to provide a copy of the pupil records upon the written request of an adult pupil or the parent or guardian of a minor pupil with a reasonable period of time not to exceed 45 days. Either parent may exercise rights accorded to parents unless the school is presented with evidence which provides that one of the parents no longer has such authority (Board Policy No. 5.250)
8. It will be the responsibility of the building principal and/or Director of Pupil Services, or his qualified designee to provide interpretations of behavioral records upon written request by an adult pupil or parent or guardian of a minor pupil.
9. The building principal and/or Director of Pupil Services will transfer to another school district within 5 working days, all pupil records upon written request by an adult pupil or parent or legal guardian, or from the other school district where the student intends to enroll or has enrolled [Wisconsin Statute 118.124~~5~~ (4)].
10. The school district clerk will, upon written request by the judge of any court in this state or of the United States, provide all pupil records provided that the pupil is the subject of any proceedings in such court.

11. Each building principal and/or Director of Pupil Services is responsible for keeping an accurate record of all persons, other than school employees, that are granted access to pupil records. This record must include the following:
 - a. A written record of requests for access.
 - b. Record of persons/agencies granted access.
 - c. Date of access to information.

I. Challenge to records content.

1. If an adult pupil, or the parent or guardian of a minor pupil, believes such pupil records contain information that is inaccurate, misleading, or otherwise in violation of such student privacy rights, the student, parent, or guardian, may so notify the School District Administrator in writing specifying the offending information.
2. No record will be destroyed if there is an outstanding request by a parent or an adult student to review them.
3. Within 15 calendar days after receipt of such notice, the School District Administrator or his designee will give the student, parent, or guardian an opportunity to discuss the matter with him. After consideration of the views of such student, parent, or guardian, the School District Administrator or his designee will make a determination as to whether, and in what respects the information complained of should be corrected or deleted, and so notify the student, parent, or guardian in writing. Such notice will be given within 20 days after such discussion is concluded.
4. If a student, parent, or guardian is not satisfied with the decision of the School District Administrator, such student, parent, or guardian will have the right to a hearing before the Board as to whether the information complained of is inaccurate, misleading, or otherwise in violation of such student's rights, provided, however, in order to exercise such right, such student, parent or guardian must notify the Board through the School District Administrator in writing within 20 days after receipt of the decision of the School District Administrator.

J. Right to review Chapter 115 records.

1. A parent appealing a decision relating to special education for his child will have access to any reports, records, clinical evaluations, or other materials upon which the decision is based, or which reasonably could have a bearing on the correctness of the decision.

K. Maintenance and destruction of records.

1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the district, the records will be transferred to that school. Chapter 115 records and reports will be maintained in the office of the Director of Pupil Services. When the student ceases to be enrolled in a school operated by the district, those records which are not transferred will be maintained as follows:
 - a. All behavioral records will be destroyed one (1) year after the date the student graduated from or last attended the school unless the pupil specifies in writing that his or her behavioral records may be maintained for a longer period. Adult students or parents or guardians of a minor student contemplating future need for behavioral records after the one-year time period are urged to request a copy of any portion of the behavioral record for their personal use and safe-keeping.
 - b. Progress records will be maintained for at least five (5) years after the student ceases to be enrolled in the school district. A School Board may maintain the records on microfilm or optical disk if authorized under Section 19.21(4)(c), or in such other form as the Board deems appropriate. A School Board will maintain law enforcement officer's records and other information obtained under Section 938.396(1m) separately from a pupil's other pupil records.
 - c. Progress records not transferred will be maintained by the High School for students who were enrolled there. K-12 records (not transferred) for students who cease to be enrolled will be maintained at the school last attended.
2. Parent/Guardians of students with disabilities, or adult students, will be notified before records are destroyed so that copies can be made if needed.

L. Transfer of records.

1. Within 5 working days, a local education agency (LEA) will transfer to another school or LEA all pupil records relating to a specific pupil if the transferring school district has received written notice from the pupil if he or she is an adult, or his or her parent or guardian if the pupil is a minor, that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility or a secured residential care center for youth and children, as defined in Section 938.02(15g).

2. Such transfers do not include records designated as health care records for which informed consent for disclosure has not been obtained.

M. Availability of records policy document.

1. A copy of the School District of New London's document entitled "Confidentiality and Student Records" is available for public inspection at all district principals' offices and the office of the School District Administrator in New London, Wisconsin.

ADOPTION DATE: January 11, 1999

REVISION DATE(S): July 11, 2005; November 26, 2018

REVIEW DATE(S): September 12, 2018; June 21, 2023

CROSS-REFERENCE: Policy 347 Control, Maintenance, and Confidentiality of Student Records

LEGAL REFERENCE: Section 48.396(2m) Wisconsin Statutes
Section 115.85(4) Wisconsin Statutes
Section 118.125 Wisconsin Statutes
Section 118.127 Wisconsin Statutes
Section 146.81-146.83 Wisconsin Statutes
Section 767.24(7) Wisconsin Statutes
Section 938.067-938.78 Wisconsin Statutes
Family Educational Rights and Privacy Act
Health Insurance Portability and Accountability Act
Wisconsin Act 292

No changes recommended.

POLITICAL ACTIVITIES IN THE CLASSROOM

Presentations by governmental office holders or political candidates can promote student learning and demonstrate elements of citizenship, which include running for public office and voting. All assemblies, classroom visits, or media presentations by office holders or political candidates must have approval of the District Administrator.

ADOPTION DATE: December 14, 2009

REVISION DATE(S):

REVIEW DATE(S): June 21, 2023

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes recommended.

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 381 - POLITICAL ACTIVITIES IN THE CLASSROOM

- A. Activities permitted:
 - 1. Presentations by governmental office holders which promote student learning and the democratic process.
 - 2. Political campaigning of significance (presidential or other national or state-wide races) that provide an opportunity for student engagement in the democratic process.
- B. Activities of individual employees permitted:
 - 1. Making voluntary contributions for political purposes.
 - 2. Expressing opinions regarding political candidates as an individual/union privately and/or publicly except as limited in Section C.
 - 3. Parking a motor vehicle bearing a partisan political sticker or sign on school property and/or wearing a partisan political button on school property provided that no disruption to the educational environment occurs.
 - 4. Being a member of a political party and participating in party affairs.
 - 5. Soliciting votes in support of/in opposition to a partisan candidate for public office or political party except as limited in Section C.
 - 6. Endorsing or opposing a partisan candidate for public office or political party except as limited in Section C.
 - 7. The posting of political propaganda in classrooms if deemed to be part of the curriculum and the propaganda is not disruptive or espousing one political agenda over another.
- C. Activities of individual employees not permitted:
 - 1. Engaging in partisan political activities (i.e., campaigning, holding a rally) with students while on school property or during work hours.
 - 2. Engaging in political activity outside of work hours to such an extent that efficiency during work hours is impaired or results in unauthorized absences.

3. Directly or indirectly soliciting from students votes or anything of value in support of/in opposition to a partisan candidate for public office or political party while on school property or during work hours.
4. Engaging students while on school property or during work hours in any form of partisan political activity calculated to favor or improve the chances of any political party or partisan candidate.
5. Using school district facilities (during school hours), materials, supplies, or equipment in connection with partisan political activity.
6. Use of the district's internal mail system or e-mail system (including "stuffing" staff mailboxes) for political material is prohibited, although political material sent through U.S. mail to personnel at their district address will be delivered.

D. Activities required:

1. Where discussions with students about political candidates and/or platforms occur as a part of the instructional program, teachers must present material in a balanced manner so as to afford students the opportunity to do their own thinking and decision making.

ADOPTION DATE: December 14, 2009

REVISION DATE(S):

REVIEW DATE(S): June 21, 2023

CROSS-REFERENCE: Policy 381 Political Activities in the Classroom

LEGAL REFERENCE:

No changes recommended.

POLICE/SCHOOL LIAISON PROGRAM

- A. Philosophy—The school has a unique opportunity to perceive and analyze the problems of children before they become a serious problem for society. With this unique opportunity, it is important that schools work closely with the police and other social agencies to prevent and resolve anti-social patterns of behavior. The Police/School Liaison Program (PSL) is established on a cooperative basis to work with our youth in detecting and preventing anti-social behavior through proper education, communication, and understanding between the school, police, youth and the family.

- B. The Police/School Liaison Program will serve the following general purposes:
 - 1. Prevention.
 - 2. Referral.
 - 3. Education.

- C. A more detailed description of the purposes of the Police/School Liaison Program is stated below:

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

Objective E:

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

Objective F:

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

Objective G:

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

Objective H:

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

Objective I:

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

ADDED TO ADMIN GUIDELINES

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

School officials or designee will make attempts to resolve school discipline matters before the school resource officer is involved unless deemed a threat to the **immediate** well-being of an individual's health or school community safety.

~~Parent/guardians will be contacted by school officials prior to the school resource officer student **questioning interview** unless the **intermediate** well-being of an individual's health and school community safety is jeopardized. Once deemed that an immediate threat to an individual's well-being or school community is not present, parent contact will be established by the school official, designee or school resource officer.~~

ADOPTION DATE: March 10, 1997

REVISION DATE(S): May 9, 2005

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

CROSS-REFERENCE: Administrative Guideline
Policy 347 Control, Maintenance, and Confidentiality of Student Records
Policy 445.1 Student Interviews by Police

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes

Addition of Section 4, D to enhance school administrator, police/school liaison, and parent contact protocol when a potential school violation occurs

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 882.1 - POLICE/SCHOOL LIAISON PROGRAM

A. School officials will attempt to resolve inappropriate student behavior and/or actions absent a real and immediate threat to student, teacher or public safety. In the case of a student being a repeat offender, the building principal or designee may request police involvement to address the incident.

AB. Role in the school.

1. The Police/School Liaison Officer will be scheduled in the district buildings on a daily basis.
 - a. The Police/School Liaison Officer will provide, reinforce, and initiate programs and services that will benefit both school and community.
 - b. Regular office hours will be scheduled.
 - c. Student interviews will be scheduled as required by referrals, both professional and self.
 - d. General visibility within the building(s) is expected.
 - e. The Police/School Liaison Officer would normally provide his/her services in plain clothes.
2. While in the building(s), the Police/School Liaison Officer will be under the general supervision of the Building Principal(s). The Police/School Liaison Officer will NOT assume the role of school disciplinarian. Enforcement of school rules rests with the administration. The Police/School Liaison Officer, as a police officer, is sworn to uphold the law and will exercise his/her duties as circumstances dictate.
3. School meeting space will be provided.
 - a. Office hours will be announced and posted.
 - b. Students may schedule appointments with the Police/School Liaison Officer.
 - c. The Police/School Liaison Officer will have access to students during the school day, subject to the same restrictions as the school staff.

BC. Confidentiality of information and records.

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

CD. In-school referrals.

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

DE. Out-of-school referrals.

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

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

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

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

ADOPTION DATE: March 10, 1997

REVISION DATE(S): May 9, 2005

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

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

LEGAL REFERENCE: Section 118.257 Wisconsin Statutes

Addition of Section A to further clarify role of School Liaison Officer; clarity regarding contact by police/school liaison officer or school authorities in Section D and E