



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Thursday, December 8, 2022**



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 **3:00 p.m.** on **Thursday, December 8, 2022**, 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:
 - 171 Regular Board Meetings
 - 171.1 Public Notification of Board Meetings
 - 171.2 Agenda Preparation and Dissemination
 - 172 Special Board Meetings
 - 173 Closed Sessions
 - 174 Board Organizational Meeting
 - *180 Operating Procedures (Section Title)*
 - 181 Rules of Order
 - 182 Quorum
 - 183 Voting Methods
 - 184 Minutes
 - 185 School/Community Member Committee Application Form
 - 187 Public Participation at Board Meetings
 - 188 Board Member Participation in Meetings via Technology
 - *190 Recognition for Accomplishment (Section Title)*
 - 191 Staff/Board Member Recognition

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.

AMENDED - SECOND PAGE OF AGENDA WAS NOT CONSISTENT WITH ORIGINAL AGENDA POSTED

- 411 Equal Educational Opportunities/Complaint Procedures
 - 882.1 Police/School Liaison Program
- C. Prepare list of policies to be reviewed at next committee meeting
- D. Establish date and time for next committee 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
12/8/22 POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
171 Regular Board Meetings	No changes	
171.1 Public Notification of Board Meetings	No changes	
171.2 Agenda Preparation and Dissemination	No changes	
172 Special Board Meetings	No changes	
173 Closed Sessions	No changes	
174 Board Organizational Meeting	No changes	
<i>180 Operating Procedures</i>	No policy (Section title)	
181 Rules of Order	No changes	
182 Quorum	No changes	
183 Voting Methods	No changes	
184 Minutes	Include posting of minutes to webpage	
185 School/Community Member Committee Application Form	Application form developed	
187 Public Participation at Board Meetings	No changes	
188 Board Member Participation in Meetings via Technology	No changes	
<i>190 Recognition for Accomplishment</i>	No policy (Section title)	
191 Staff/Board Member Recognition	No changes	No changes
411 Equal Educational Opportunities/Complaint Procedures	Included is the current policy/admin guidelines and von Briesen draft recommendations	
882.1 Police/School Liaison Program	Addition to enhance school administrator, police/school liaison, and parent contact protocol when a potential school violation occurs	No changes

REGULAR BOARD MEETINGS

Official business of the Board of Education shall be transacted at regular monthly meetings.

Regular meetings of the Board of Education shall be held on the second Monday of each month at 6:00 p.m. and shall generally be conducted in a designated room at the District Office, 901 West Washington Street, New London, Wisconsin. The Board reserves the right to select an alternative location, date, or time that may better accommodate the agenda, with notice to members and public.

The first meeting of the fiscal year shall be the regular meeting in July.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.81(2), Section 19.83, Section 19.84, Section 19.85, Section 120.11(4), Section 120.43(2)

No change recommended.

PUBLIC NOTIFICATION OF BOARD MEETINGS

In order to apprise members of the public and of the news media of the time, place and subject matter of a meeting and afford a reasonable opportunity to attend, notices of all meetings of the School District of New London Board of Education shall be given by submission of an agenda to the official District newspaper and given to other news media and persons who have filed a written request for such notice.

Meeting agendas shall be posted at the District Office, District website, and New London Public Library.

Generally, such notices shall be posted and submitted twenty-four (24) hours in advance of the meeting. Emergency meetings may, on occasion, be posted and submitted no less than two (2) hours prior to the commencement of such meeting.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.84, Section 120.43(2)

No recommended change.

AGENDA PREPARATION AND DISSEMINATION

The agenda for Board of Education meetings and work sessions shall be prepared by the District Administrator and the School Board President.

Items of business may be suggested by administrators or other persons within the District for inclusion on the agenda. Agenda items shall be received in the District Administrator’s office so that they may be included in the appropriate work session or Board meeting agenda. In addition, any Board of Education member may formally request to add an item to a future Board agenda. Potential agenda items must be brought forward for consideration by submitting a “Request to Add an Item to a Future Board Agenda” form not later than the two business days prior to an upcoming regular Board meeting or work session (Exhibit 1). Such requests shall be placed on a Board agenda as a topic for consideration at a future Board meeting by submitting the completed form (Exhibit 1). The item will then be decided on by the Board as to whether it should appear on a future agenda.

Each regular Board meeting shall have a period for public comment.

The agenda of regular and special Board of Education meetings shall be provided to each Board member. If a Board member has any questions about an agenda item or report, it is recommended that contact be made with the District Administrator prior to the time of the meeting.

Items of business may not be suggested from the floor for discussion and/or action at the same meeting except as specifically authorized by law.

ADOPTION DATE: January 11, 2016

REVISION DATE(S): December 11, 2017; March 8, 2021

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE: Exhibit 1 - Board Member Request to Add an Item to Future Board Agenda

LEGAL REFERENCE: Wisconsin Statutes Section 19.83(2), Section 19.84, Section 120.43(2)

No recommended change.

**SCHOOL DISTRICT OF NEW LONDON
BOARD MEMBER REQUEST TO ADD AN ITEM TO A FUTURE
BOARD AGENDA**

Requested by: _____ Date: _____

1. What is the issue/topic?

2. Which board principles/policies are linked to this issue/topic?

3. What current practice(s) is/are already in place related to this issue/topic?

4. What additional information is needed and who will obtain it?

5. What future action should/might the board take?

6. What is the motion?

SPECIAL BOARD MEETINGS

The Board may hold Special meetings as necessary to expedite business. Special meetings of the School Board shall be called as provided in Section 120.11 of the Wisconsin Statutes. The School Board may transact any business at a special meeting that is permitted at regular business meetings.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.81(2), Section 19.83, Section 19.84, Section 19.85, Section 120.11(4), Section 120.43(2)

No recommended changes

CLOSED SESSIONS

The Board of Education may meet in closed session only to discuss subject matter within the scope of state statutes. No action shall be taken of any kind, formal or informal, by the Board while in closed session except as specifically authorized by law.

Before the Board goes into closed session, the Board President shall announce to those present the nature of the business to be considered at the closed session and the specific exemption(s) under law by which the closed session is authorized.

Confidential remarks or comments made at such a meeting shall not be recorded in Board minutes and shall not be repeated or disclosed thereafter to any person not present unless required by judicial order or otherwise required by law.

Public notice shall be given of all closed sessions in accordance with the Open Meetings Law and Board policy.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.84, Section 19.85, Section 120.11(4)

No change recommended.

BOARD ORGANIZATIONAL MEETING

The Board shall hold a meeting, on or within thirty (30) days from the fourth (4th) Monday in April, to organize and elect officers for the year. At this meeting, the Board of Education may also appoint a deputy clerk to replace the School District Clerk in case of an absence.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE:

No recommended change.

RULES OF ORDER

All meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised.

However, the failure to strictly follow Robert's Rules or any other local procedural rules that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.88, Section 120.11(1),
Section 65.90(5)(a)

No change required.

QUORUM

A majority of the elected membership of the Board constitutes a quorum at a regular or special meeting.

When a quorum is present, a majority vote of those members present shall be legally binding, except as otherwise provided by state law or Board policy. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE:

No change recommended.

VOTING METHODS

Voting at Board meetings shall typically be by voice vote, unless a roll call vote is required by law, policy, or is requested. Any Board member may request a roll call vote on any question under discussion.

Unless the statutes specifically provide otherwise, secret ballots may be taken only to elect Board officers.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.88, Section 120.11(1),
Section 65.90(5)(a)

No change recommended

MINUTES

An Administrative Assistant from the District Office or the Board Clerk shall take the minutes of all Board meetings except Closed Sessions, in which the Clerk shall take the minutes (unless otherwise directed by the Board President). The Board Clerk shall review the minutes of regular and special Board of Education meetings. The minutes shall constitute the official record of proceedings of the Board and should include:

- A record of all actions taken by the Board, including the votes thereon
- A record of all transactions, orders, procedures and motions in full

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved. The minutes shall become permanent records of the Board and shall be filed in the District Office. Except as otherwise provided, copies of the official minutes shall be made available to interested citizens upon request during regular office hours. The public may be denied access to closed session minutes to the extent authorized by state law.

Board meeting minutes shall be submitted for publication in the District's official newspaper within forty-five (45) days after the meeting. **The approved minutes will also be posted on the district's webpage.**

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE:

LEGAL REFERENCE: Wisconsin Statutes Section 19.21(6), Section 19.35(1), Section 19.85, Section 19.88, Section 120.11(4), Section 120.43(4)

Added posting the minutes to the district's webpage.

School District of New London School

School/Community Member Committee Application

This application form relates to potential service and selection on a School District of New London Board of Education committee as an advisory body.

Name: _____

Primary Address: _____

City/Village/Township: _____

Zip Code: _____

Is the above residence within the boundaries the School District of New London:

Yes: _____

No: _____

Not Sure: _____

Preferred Email Address: _____

Preferred Daytime Telephone Number: _____

Potential Board of Education school community committee members must be a resident that lives within the School District to of New London or an employee of the District.

- Based on the above criteria, please select any of the following that pertain to you:

_____ I am the parent or guardian of a student currently enrolled in the SDNL.

_____ I am currently an employee of the SDNL.

_____ I am a business representative within the SDNL

_____ I am none of the above, but I am a community member who is interested in the SDNL.

Please identify any current or previous service on an SDNL advisory committee, Board or organization:

Please identify any current or previous service or membership in other community groups or organizations:

Please briefly describe why you are interested in serving as a SDNL advisory Board committee member:

Signature: _____

Date: _____

Please note that submitting an application does not guarantee selection for service, but the application will be considered.

Please note that information provided on this form is subject to Open Records requests, and may be used in district reports related to advisory bodies.

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

No change recommended

Discussion about public input on future agenda items? Process?

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: _____

BOARD MEMBER PARTICIPATION IN MEETINGS VIA TECHNOLOGY

The Board strongly encourages individual Board members to be physically present at all Board meetings in which they intend to participate in any capacity. Individual Board members have the privilege to participate remotely in any meeting.

Subject to the following limitations, and as a privilege that may be withdrawn or limited at the discretion of a majority vote of the Board, the Board shall permit an individual Board member with a scheduling conflict to participate in Board meetings from a remote location, with such privilege to include being counted in the quorum requirement for the meeting, participating in discussion on items of business, and making and voting upon motions:

- The District Administrator shall work with appropriate staff to identify an appropriate mode of technology that enables reliable two-way communication and that satisfies the Wisconsin Open Meetings Law requirements regarding public notice and public accessibility of meetings
- Absent further affirmative authorization enacted by the Board, the privilege shall extend only to open sessions of regular and special meetings of the school board, and shall not extend to closed session portion(s) of any meeting, to individual student disciplinary proceedings, to disciplinary or nonrenewal proceedings involving individual employees, or to other meetings or specific items of business on which the Board decides or receives advice of legal counsel that it would be inadvisable to permit remote participation by individual Board members
- No School Board meeting need be delayed, canceled, or rescheduled solely to accommodate a Board member's request to exercise the privilege of remote participation. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the Board may terminate the privilege of remote participation, and, provided there is a quorum, the meeting in question may continue without the participation of the Board member(s) who are not physically present

To lessen the risk that a technical limitation or technology-related problem may prevent otherwise-authorized remote participation in a Board meeting, an individual Board member who wishes to exercise the privilege of remote participation in any meeting shall inform the District Administrator and presiding officer of the meeting as far in advance as possible of his or her desire to attempt remote participation.

Notwithstanding the discretionary privileges permitted under this policy, it is the School Board's expectation that no Board member(s) shall routinely seek to participate in meetings from a remote location, and that most regular and special meetings of the Board shall involve no remote participation by any Board members.

ADOPTION DATE: January 11, 2016

REVISION DATE(S):

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE: Wisconsin Statutes Section 19.81(2)

LEGAL REFERENCE:

No change recommended.

Please note that we can bring Board members into a closed session meeting remotely with a proper agenda posting in advance.

"Absent further affirmative authorization enacted by the Board" Thus, if the Board chooses to bring in a Board member into closed session remotely and it is appropriately posted on the agenda, acknowledged, and voted on before going into the closed session, we have fulfilled our policy expectations.

This policy is not in intended to address "virtual" board meetings.

STAFF/BOARD MEMBER RECOGNITION

The School District of New London recognizes staff members and Board members who serve 10, 15, 20, 25, 30, and 35 years of service to the district. The School District of New London also recognizes retiring staff members and individuals who have served on the Board of Education.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): December 20, 2010

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No change recommended.

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
191 - STAFF/BOARD MEMBER RECOGNITION**

The following are the recommendations for employee/Board member recognition:

1. Years of service of district employees/Board members will be awarded apparel choices at each level of years of service to the district.
2. Retirement of district employees:
 - a. Those retiring after serving ten or more consecutive years shall receive the following:
 - Administrative/Certified/Support Staff: bell.
 - b. Board members completing service to the Board of Education will receive a plaque recognizing their term of service.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): December 20, 2010

REVIEW DATE(S): December 8, 2022

CROSS-REFERENCE: Policy 191 Staff Board Member Recognition

LEGAL REFERENCE:

No recommended change.

**EQUAL EDUCATIONAL OPPORTUNITIES/
COMPLAINT PROCEDURES**

- A. The School District of New London is committed and dedicated to the task of providing the best education possible for every student in the District for as long as the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body.
- B. The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities will not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability/handicap.
- C. Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District will have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth will not be required to attend a separate school or program for homeless children and will not be stigmatized by school personnel.
- D. The District will provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.
- E. The District will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations will be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy will be provided to students without prejudicial effect.
- F. Complaints regarding the interpretation or application of this policy will be referred to the District Administrator and processed in accordance with established procedures.
- G. Any complaint regarding the interpretation or application of the district's student nondiscrimination policy will be processed in accordance with the following complaint procedures.

ADOPTION DATE: May 9, 2005

REVISION DATE(S):

REVIEW DATE(S): September 12, 2018

CROSS-REFERENCE: Administrative Guideline
Exhibit 1 Formal Written Complaint

LEGAL REFERENCE: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Educational Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 411 - EQUAL EDUCATIONAL OPPORTUNITIES/ COMPLAINT PROCEDURES

- A. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in school programs or activities will report the complaint in writing to the District Administrator. Assistance in drafting the written complaint will be made available if requested. A complaint form is available (Exhibit 1).
1. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability will be processed in accordance with established procedures as outlined in the Parent Rights brochure in compliance with Individuals with Disabilities Educational Improvement Act (IDEIA) regulations.
 2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) will be referred directly to the State Superintendent of Public Instruction.
- B. The District Administrator will acknowledge receipt of the written complaint within 15 days of receipt of the original written complaint.
- C. The District Administrator, upon receiving such a written complaint, will immediately undertake an investigation of the suspected infraction. The District Administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. The District Administrator will decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant within 45 days of receipt of the original complaint unless the parties agree to an extension of time.
- D. If the complainant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board within 15 days of receipt of the decision. The Board will hear the appeal at the next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board will make its decision in writing after the hearing. Copies of the written decision will be mailed or delivered to the complainant and the District Administrator.
- E. The complainant will be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and the procedures for making the appeal.

- F. Nothing in these procedures will prevent individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints will be made to: Office of Civil Rights, Region V, U.S. Department of Education, 233 North Michigan Avenue, Suite 240, Chicago, IL 60601 (312-886-2359).
- G. Records of all complaints will be kept for the purpose of documenting compliance and past practices. The records will include information on all levels of the complaint and any appeals. The records should include:
 - 1. The name of the complaint and his/her title or status.
 - 2. The date the complaint was filed.
 - 3. The specific allegation made and any corrective action requested by the complainant.
 - 4. The name(s) of the respondents.
 - 5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
 - 6. A summary of facts and evidence presented by each party involved.
 - 7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.
- H. Notice of this policy and complaint procedure will be published with annual notices. A student nondiscrimination statement will be included in student handbooks, staff handbooks, co-curricular handbooks, and course selection handbooks.

ADOPTION DATE: May 9, 2005

REVISION DATE(S): November 26, 2018

REVIEW DATE(S): September 12, 2018

CROSS-REFERENCE: Policy 411 Equal Educational Opportunities/Complaint Procedure
Exhibit 1 Formal Written Complaint

LEGAL REFERENCE: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Educational Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 Rehabilitation Act of 1973
Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

DRAFT VON BRIESEN

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The District, through the Board of Education, is committed to providing an equal educational opportunity for all students.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sex (including sexual orientation, transgender status, change of sex, or gender identity), disability, or any other protected class, in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities. This policy is in addition to the District's other Board policies touching on nondiscrimination, including the District's Title IX Policy [insert cite], and [insert other relevant nondiscrimination/bullying/harassment policies, inclusive of complaint procedures].

The District's Guiding Principles for Nondiscrimination of Transgender Students or Students Do Not Conform to Gender Role Stereotypes

The principles are meant to serve as guidance with regard to students who are transgender and students who do not conform to gender role stereotypes. As such, while this policy addresses guiding factors and considerations, it does not address every potential situation that may arise. Each student is different, and each situation falling under this policy must be addressed on a case-by-case basis. Nonetheless, the guidelines outlined within this policy should be considered in every situation and, when appropriate, utilized so as to place the District, the Board, the student, other students, and the school community in the best position. This is important, because a substantial portion of these guidelines are based on the District's legal obligations under state and federal law. Furthermore, there are many instances where the law may not address a particular scenario or require or forbid a particular decision, action, or inaction. This policy is intended to assist District employees and officials with analyzing those scenarios and making appropriate decisions in accordance with the District's potential legal obligations and the education, safety, and welfare of the student and overall school community.

When necessary, District employees and officials should consult with a student's parent/guardian to address situations that may not be addressed under this policy. Similarly, District employees and officials should consult with the District Administrator and, if appropriate, the District's legal counsel, when evaluating a particular situation relating to this policy.

Definitions

The definitions below are merely provided to allow common understanding as to terminology used within this policy and for purposes of following and applying this policy. The definitions are not intended to label students or diminish them in any capacity, nor is it intended to obligate the use of these terms in any manner outside of reference to this policy.

- A. "Transgender" describes a person whose gender identity is different than their biological sex assigned at birth.

- B. "Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the biological sex they were assigned at birth.
- C. "Gender nonconforming" describes a person whose gender expression differs from stereotypical or prevailing social expectations, such as a "feminine" boy or a "masculine" girl, or a person who is perceived as genderless.
- D. "Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

Discrimination, Harassment, and Bullying

Under this policy, as well as other District policies, the District prohibits all forms of discrimination against any students, including a transgender student or any student who does not conform to gender role stereotypes as protected by law.

Student Privacy, Names and Pronouns, and Official School Records

In accordance with state and federal law, certain records and personally identifiable information related to a student's gender identity or biological sex may be protected as both an education record and as a confidential medical record. As such, District employees and officials must exercise care when addressing a student's gender identity or biological sex internally among staff and students. The District strongly encourages District employees and officials to consult the student and their parent/guardian, if a minor student, before making any disclosures as to a change in known gender identity of a particular student. The District strongly encourages transgender and gender nonconforming students and their families to maintain ongoing communication with District employees who are working directly with the student in order to address, among other issues, relevant privacy concerns and privacy preferences. District employees are expected to refer any questions they may have about student privacy and possible disclosures of a student's transgender or gender nonconforming status to the District Administrator or their designee.

When referring to students at school and in connection with school activities, District personnel will normally use the student's legal name and the pronouns that correspond to the student's biological sex assigned at birth. However, an adult student, or the parent/guardian of a minor student, may determine the name and gender pronouns that school employees will use to address the student at school and in connection with school-related activities. A court-ordered name change or medical treatment or medical procedure is not required to initiate such a request. Upon being informed that a student intends to regularly use a particular name and/or prefers to be addressed using particular pronouns that correspond to the student's gender identity, District personnel are expected to respect that decision; however, if District personnel do not refer to any student by their pronouns, it is permissible for District personnel to only refer to utilize the student's newly preferred name.

The District's approach of respecting a student's decision to regularly use a name and the pronouns that correspond to the student's gender identity is not a commitment to change all existing school records in order to reflect those preferences. There may also be situations where the District is

required to use or report the legal name or biological sex of the student as that data is reflected in the District's official records. The extent to which official records of the District are modified will depend on a case-by-case evaluation of the information that the District receives and the type(s) of school records affected by the information that is received. For example, if a school record requires use of a legal name, absent proof of a legal name change, the District may be required to use the student's legal name in lieu of their preferred name.

Restroom and Locker Room Accessibility

Generally, a student who is transgender and has consistently held the belief deeply, is supported by the student's parent/guardian, and for which the student has sought guidance or counseling in coming to the decision, will be permitted to access the segregated, multi-person restrooms that correspond to the gender identity that the student consistently asserts at school and elsewhere. Any student who does not wish to use the segregated, multi-person restrooms may be given access to unisex restrooms if such a facility is reasonably available. No student shall be required to use a unisex restroom solely because of the student's transgender or gender nonconforming status.

If a transgender student makes any request regarding the use of segregated restrooms, the use of segregated locker rooms, or any similar type of changing area, the request shall be assessed on a case-by-case basis, taking into account all relevant interests of the student, the District, and other students affected by the request. The District will consider, in addition to all other relevant factors, such things as the ability of the transgender student to access the District's physical education curriculum and extra-curricular programs and the need to respect the privacy and safety of all students. The District will consider factors including, but not limited to, the layout of the facility, the availability of showers and changing areas, and the degree of undress required when changing for the applicable activity.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, may be provided (to the extent reasonably available) with a reasonable alternative changing area (*e.g.*, a restroom stall with a door, an area separated by a curtain, a physical education teacher's office in the locker room, etc.) or provided with an alternative changing schedule. Any alternative arrangement should be provided in a way that gives adequate consideration to relevant privacy concerns.

These guidelines related to restrooms and changing areas generally assume that a student has a special concern or is in some way uncomfortable with consistently using the facilities that correspond to the biological sex that the student was assigned at birth. However, all students have the option of consistently accessing the facilities that correspond to the biological sex that the student was assigned at birth.

Participation in Physical Education Classes and Sports Activities

A student who is transgender shall be permitted to participate in physical education classes and intramural sports in a manner consistent with the gender identity that the student regularly asserts at school and in other social environments.

Students who are transgender shall be permitted to participate in interscholastic athletics in a manner consistent with the requirements and policies of the Wisconsin Interscholastic Athletic Association (WIAA).

Dress Codes & Other Considerations

Within the constraints of the District's dress code policy and dress codes adopted by the school, students may dress in accordance with their gender identity. District personnel shall not enforce a dress code more strictly against transgender and gender nonconforming students than other students.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) will be published on the District's website, posted throughout the District, and included in the District's hiring materials or publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parent/guardian for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of a student's membership in a protected class. When appropriate, the Principal is to consult the District Administrator, who shall make the final determination with regard to the issue at hand.

Staff Training

The District Administrator or their designee shall develop an ongoing training program for District employees and officials with regard to this Board policy and the guidelines contained herein. Such training shall occur at least annually.

POLICE/SCHOOL LIAISON PROGRAM

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

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

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

Objective E:

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

Objective F:

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

Objective G:

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

Objective H:

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

Objective I:

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

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

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

Objective A:

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

Objective B:

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

Objective C:

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

Objective D:

School officials or designee will make attempts to resolve school discipline matters before the school resource officer is involved unless deemed a threat to the 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 unless the 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

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

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. 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.
- B. 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.
- C. In-school referrals.
1. The official police contact person will be the Police/School Liaison Officer.
 2. Parents or guardians of juveniles may be contacted by the Police/School Liaison Officer and by school authorities.
 3. Contact and interviews can be conducted at the school(s).
- D. 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 may be contacted by the Police/School Liaison Officer and by school authorities.
 3. Contact and interviews can be conducted at the school(s).
- E. 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

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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

No changes