

**SCHOOL DISTRICT OF NEW LONDON**  
**POLICY HANDBOOK**  
**TABLE OF CONTENTS**

**PLEASE NOTE:** The numbering system used by the School District of New London to organize district policy topics is consistent with the numbering system used by WASB. To assist in understanding what the sections pertain to, titles may be used but there may be no policy developed at this time.

**SERIES 100 - BOARD OPERATIONS**

- 110 *School District Mission (Section Title)*
  - 110 School District Mission
  - 111 Strategic Plan
  
- 120 *School District Legal Status (Section Title)*
  - 120 School District Legal Status
  
- 130 *School Board Legal Status (Section Title)*
  - 130 Board Legal Status
  - 132 Board Resignations / Removal from Office
  - 133 Filling Board Vacancies
  
- 140 *Officers, Auxiliary Personnel of the District (Section Title)*
  - 141 Board Officers
  - 142 Legal Counsel
  
- 150 *School Board Governance (Section Title)*
  - 150 School Board Governance
  - 151 Board Policy Adoption and Review
    - 151.3 Administration in the Absence of Policy
  - 153 Board Self-Evaluation
  
- 160 *Board Members (Section Title)*
  - 161 Board Member Authority
  - 162 New Board Member Orientation
  - 163 Board Member Inservices and Conferences
    - 163.1 Board of Education Memberships
  - 164 Board of Education Salaries
  - 165 Board Member Code of Ethics
    - 165.1 Conflicts of Interest—Staff and School Board
  - 166 Board Member Electronic Communications
  
- 170 *Board Meetings (Section Title)*
  - 170 Board Meetings
  - 171 Regular Board Meetings
    - 171.1 Public Notification of Board Meetings
    - 171.2 Agenda Preparation and Dissemination
  - 172 Special Board Meetings

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

173 Closed Sessions  
174 Board Organizational Meeting

180 *Operating Procedures (Section Title)*  
181 Rules of Order  
182 Quorum  
183 Voting Methods  
184 Minutes  
185 Board Committees  
187 Public Participation at Board Meetings  
188 Board Member Participation in Meetings Via Technology

190 *Recognitions for Accomplishment (Section Title)*  
191 Staff/Board Member Recognition

**SERIES 200 - ADMINISTRATION**

210 *Administration Goals (Section Title)*  
210 Goals for Teachers and Administrators  
211 Code of Ethics for Administrators

220 *Administration (Section Title)*  
221 Recruitment and Appointment – District Administrator  
221.1 Recruitment and Appointment – Administrative Staff  
222 Contracts – Administrators  
223 Development Opportunities – Administrative Staff  
224 Board-Administrator Relations  
225 District Administrator Evaluation

230 *Administrative Team (Section Title)*  
230 Administrators’ Council

240 *Supervisory Personnel (Section Title)*

250 *Administrative Operations (Section Title)*  
251 Organizational Structure  
252 Advisory Councils  
253 *Policy Implementation (NO POLICY)*  
253.1 Administrative Rules – Development

260 *Temporary Administrative Arrangements (Section Title)*  
260 Temporary Administrative Assignments

270 *School District Reports (Section Title)*

**SERIES 300 - INSTRUCTION**

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

- 310 *Instructional Goals (Section Title)*
- 320 *General Organization Plan (Section Title)*
- 330 *Curriculum Development and Improvement (Section Title)*
  - 330 Curriculum Development
  - 331 Curriculum Guides
  - 333 Parent Rights and the Curriculum
  - 334 Curriculum Changes of Programs
  - 335 *Intellectual Property/Outside Activities of Staff (see 539.1)*
- 340 *Educational Program (Section Title)*
  - 342 *Special and Alternative Education Programs (NO POLICY)*
    - 342.1 Programs for Students with Disabilities
      - 342.11 Independent Educational Evaluation
    - 342.5 Title I Programming Comparability
  - 343 Educational Options
    - 343.4 *Coursework through Institutions of Higher Learning (NO POLICY)*
  - 345 Academic Achievement: Grading and Reporting
    - 345.4 Grade Advancement
    - 345.6 High School Graduation
      - 345.61 Early Graduation
  - 346 Assessment Program
  - 347 Control, Maintenance, and Confidentiality of Student Records
- 350 *Extended Instructional Programs (Section Title)*
  - 352 *Field Trips (NO POLICY)*
    - 352.1 Student Overnight and Extended Trips/Travel
- 360 *Instructional Resources and Services (Section Title)*
  - 361 *Instructional Materials (NO POLICY)*
  - 362 *Instructional Media Centers (Libraries) (NO POLICY)*
    - 362.1 Interlibrary Loan
    - 362.2 Selection of Library Media Educational Materials
  - 363 Technology and Acceptable Use
    - 363.3 Technology Concerns for Students with Special Needs
- 370 *Extracurricular Activities and Programs (Section Title)*
  - 370 Co-Curricular Activities
  - 374 Fundraising and Collection of Money
  - 377 Interscholastic Activities
    - 377.1 Co-Curricular Professional Development
  - 379 Adding/Dropping a Co-Curricular Activity
- 380 *Miscellaneous Instruction Policies (Section Title)*
  - 381 Political Activities in the Classroom
  - 383 Animals in School

SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS

**SERIES 400 - STUDENTS**

- 410 *Student Policies Goals (Section Title)*
  - 411 Equal Educational Opportunities/Complaint Procedures
    - 411.1 Student Harassment
    - 411.3 Ensuring the Educational Stability of Children in Out-of-Home Care (Foster Care)
  - 412 School Census
    - 412.1 Full-Time Students
  
- 420 *School Admissions (Section Title)*
  - 420 Admission Requirements
  - 421 Early Admission Requirements
  - 422 *Admission of Nonresident Students (Other than Open Enrollment Students) (NO POLICY)*
    - 422.1 Admission of Foreign Exchange Students
    - 422.2 Home-Based Private Education – Entry/Re-Entry Into School (Full Time)
  - 423 Open Enrollment (Full Time)
  - 424 Participation of Private School and Home-Based Students in District Courses/Programs (Part Time)
  - 426 Homeless Education
  
- 430 *Attendance (Section Title)*
  - 431 Attendance
  - 433 *Assignment of Students to School (NO POLICY)*
    - 433.1 Elementary Intradistrict Transfer Request
    - 433.2 Assignment/Placement of Students
  - 434 Released Time for Students
    - 434.1 Released Time for Religious Instruction – Students
  - 435 Withdrawal from School
  - 436 Dismissal During School Hours – Student
  
- 440 *Student Rights and Responsibilities (Section Title)*
  - 440 Student Rights and Responsibilities
  - 443 Code of Student Conduct
    - 443.1 Student Dress
    - 443.2 Student Conduct on School Bus
    - 443.3 *Tobacco Use on School Premises (see 831)*
    - 443.4 Student Alcohol and Other Drug Use
      - 443.41 Breath-Testing Students for the Presence of Alcohol
      - 443.71 Bullying
    - 443.8 Gang Activity – Prohibited
  - 444 Married Students and School Age Parents
  - 445 Interrogations – Student
    - 445.1 Student Interviews by Police
  - 446 Searches – Student
    - 446.1 Searches – Student Locker/Desk
    - 446.2 Searches by Trained Canines
  - 447 Student Behavior and Discipline
    - 447.1 Corporal Punishment

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

447.2 Student Detentions  
447.3 Student Suspension  
447.4 Student Expulsion  
449 Due Process Hearing Requests Under Section 504 of the Rehabilitation Act of 1973

450 *Student Health and Welfare (Section Title)*  
452 Student Aid Programs  
453 *Student Health Services (NO POLICY)*  
453.1 Emergency Nursing Services  
453.11 Medical Advisor (Job Description)  
453.2 Immunization Requirements  
453.3 Communicable Disease  
453.4 Medication – Administering to Students  
453.5 Physical Examinations – Students  
453.6 Emergency Card  
453.7 Cooperative Working Relationships with Non-School Agency Nursing Personnel  
454 Child Neglect and/or Abuse  
455 *Student Safety (NO POLICY)*  
455.1 Supervision of Students  
455.2 Motorized Vehicle/Bicycle Use by Students  
457 Sudden Death Plan  
458 Wellness

460 *Student Scholarships and Awards (Section Title)*  
460 Student Scholarships  
461 Wisconsin Academic Excellence Higher Education Scholarship Selection  
462 Wisconsin Technical Education Excellence Scholarship

470 *Student Fees, Fines, and Charges (see 656)*  
470 Student Fees, Fines, and Charges (see 656)

480 *Student Employment (Section Title)*

490 *Miscellaneous Student Policies (Section Title)*  
491 Parent/Legal Custodian Rights and Responsibilities

**SERIES 500 - PERSONNEL**

500 Policy Manual and Employee Handbook

510 *Personnel Policies Goals (Section Title)*  
510 Goals of Personnel Policies  
511 Equal Opportunity Employment/Complaint Procedures  
512 Employee Harassment

520 *General Personnel Policies (Section Title)*  
522 *Staff Conduct (NO POLICY)*  
522.1 Employee Alcohol and/or Other Controlled Substances Use

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

- 522.2 *Tobacco Use on School Premises (see 831)*
- 522.3 Criminal Activities
- 522.4 Conflict of Interest for Professional Educators with Their Own Children  
*(See also 165.1 Conflicts of Interest – Staff and School Board)*
- 522.7 Staff Technology Acceptable Use
- 522.9 Receipt of Gifts or Gratuities
- 523 Employee Health and Safety (Communicable Disease)
  - 523.1 Staff Physical Examinations
  - 523.2 Bloodborne Pathogens Exposure Control Plan
- 526 Personnel Records
- 527 Grievance Procedure
  
- 530 *Professional Staff Policies (Section Title)*
  - 531 Staff Positions (Job Descriptions)
  - 532 Contracts—Certified Staff
    - 532.2 *Professional Staff Salaries/Fringe Benefits (NO POLICY)*
      - 532.31 Family and Medical Leave
  - 533 Selection of Certified Staff
    - 533.1 Background Checks
  - 534 Substitute Certified Staff Employment
  - 535 Assignments and Transfers—Certified Staff
    - 535.1 *Professional Staff Work Schedules (NO POLICY)*
  - 536 *Reduction in Professional Staff Work Force (NO POLICY)*
    - 536.1 Resignation of Certified Staff Members
    - 536.2 Employee Discipline
    - 536.4 Non-Renewal of Certified Staff Contracts
  - 538 Employee Evaluation Program
  - 539 *Miscellaneous Professional Staff Policies (NO POLICY)*
    - 539.1 Intellectual Property/Outside Activities of Staff
  
- 540 *Support Staff Policies (Section Title)*
  - 541 *Support Staff Positions (See 531)*
  - 543 *Support Staff Recruiting and Hiring (NO POLICY)*
    - 543.1 *Background Checks (See 533.1)*
    - 542.2 *Support Staff Salaries/Fringe Benefits (NO POLICY)*
      - 542.21 *Health Insurance—Continued Coverage Upon Termination of Employment (See 532.21)*
    - 542.3 *Support Staff Leaves and Absences (NO POLICY)*
      - 542.31 *Family and Medical Leave (See 532.31)*
  - 544 Substitute Support Staff Members
  - 545 Assignments and Transfers—Support Staff
  - 546 *Reduction in Support Staff Work Force (NO POLICY)*
    - 546.1 Resignation of Support Staff Members
    - 546.2 *Employee Discipline (See 536.2)*
  - 548 *Employee Evaluation Program (See 538)*

**SERIES 600 - FISCAL MANAGEMENT**

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

- 610 *Fiscal Management Goals (Section Title)*
- 620 *Annual Operating Budget (Section Title)*
  - 621 Budget Development
  - 622 Budget Approval
  - 623 Budget Implementation
- 630 *Tax and Debt Limitations (Section Title)*
  - 633 Standards for Waiver of Bonding Requirements
- 640 *State and Federal Funding Sources (Section Title)*
- 650 *Revenues (Section Title)*
  - 652 Investments
  - 653 Gate Receipts and Admissions
    - 653.1 Free Admissions
  - 656 Student Fees, Fines, and Charges
- 660 *Financial Management and Internal Controls (Section Title)*
  - 660 Payment of Funds
  - 661 Depository of Funds
    - 661.1 Disbursement of Funds—Authorized Signatures
    - 661.3 Checks Returned by Financial Institutions to the District for Non-Sufficient Funds, Closed Accounts, or Funds-Not-Available for Payment
  - 662 *Types of Funds (NO POLICY)*
    - 662.1 Agency Fund (Student Activity)
    - 662.2 Petty Cash Funds
    - 662.3 Fund Balance
  - 663 Bonded Employees and Officers
  - 665 Fraud Prevention and Reporting
- 670 *Expenditures (Section Title)*
  - 671 *Salary and Payroll Management (NO POLICY)*
    - 671.1 Payday Schedules
    - 671.2 Expense Reimbursement
      - 671.21 Mileage Reimbursement
    - 671.3 Tax-Sheltered Annuities
  - 672 Purchasing
- 680 *Fiscal Accounting and Reporting (Section Title)*
  - 680 Fiscal Management Goals
  - 681 Accounting System
  - 682 Financial Reports and Statements
  - 683 Inventory
  - 684 Audits
  - 685 Post-Issuance Compliance Policy for Tax-Exempt and Tax-Advantaged Obligations and Continuing Disclosure
- 690 *Disposition/Disposal of School Property (Section Title)*

**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

- 690 Disposal of Surplus and Obsolete Equipment and Supplies
- 691 Textbook Disposal

**SERIES 700 - SUPPORT SERVICES**

- 710 *Support Services Goals (Section Title)*
- 720 *Safe and Healthful Facilities (Section Title)*
  - 723 *Emergency Plans (NO POLICY)*
    - 723.3 Emergency School Closings
    - 723.5 School Safety Response Plan for Life-Threatening Situation
  - 724 Media Contact During School Emergency
- 730 *Building and Grounds Maintenance (Section Title)*
  - 731 *Buildings and Grounds Security (NO POLICY)*
    - 731.1 Locker Room Privacy
    - 731.3 Identification Badges
  - 733 Energy Management
- 740 *Materials Resources Management (Section Title)*
  - 742 Use of District-Owned Furniture or Equipment
- 750 *Transportation Services Management (Section Title)*
  - 751 Student Transportation Services
    - 751.1 *Bus Routing and Scheduling*
      - 751.11 Student Transportation from Licensed Group Daycare Providers
      - 751.12 Transportation of Nonpublic School Students
    - 751.2 Transportation Safety Program
      - 751.21 Bus Accident—Emergency Procedures
      - 751.22 Video Monitoring System on School Buses
      - 751.23 Transportation in Unusually Hazardous Areas
- 760 *Food Services Management (Section Title)*
  - 761 Meal Charge Policy
- 770 *Office Services Management (Section Title)*
  - 771 Copies—Request For
    - 771.1 Copyright
- 780 *Insurance Management (Section Title)*

**SERIES 800 - SCHOOL-COMMUNITY RELATIONS**

- 810 *School-Community Relations Goals (Section Title)*
  - 811 *Community Involvement in Decisionmaking (NO POLICY)*
    - 811.1 District Parent Involvement



**SCHOOL DISTRICT OF NEW LONDON  
POLICY HANDBOOK  
TABLE OF CONTENTS**

- 820 *Public Information Program (Section Title)*
  - 822 *News Media Relations (NO POLICY)*
    - 822.1 Videotaping of Board of Education Meetings
  - 823 Access to Public Records
  
- 830 *Use of District Property; Accessibility of Facilities, Programs and Services (Section Title)*
  - 830 Use of School Facilities
  - 831 Tobacco Use on School Premises
  - 832 Weapons
  
- 840 *Public Gifts to the Schools (Section Title)*
  - 840 Gifts to the School District
  
- 850 *Public Solicitations on School Premises (Section Title)*
  - 851 Commercial and Promotional Sponsorship Deals
  - 852 Distribution of Materials on School Premises
  
- 860 *Visitors to the Schools (including presence on school property) (Section Title)*
  - 860 School Visitors
  
- 870 *Public Complaints (Section Title)*
  - 870 Public Complaints
  
- 880 *Relations with Community Organizations and Governmental Agencies (Section Title)*
  - 881 *Relations with Community Organizations (NO POLICY)*
    - 881.3 Sunday/Wednesday Night Activities for Public School Students
  - 882 *Relations with Law Enforcement Agencies (NO POLICY)*
    - 882.1 Police/School Liaison Program
      - 882.11 Police/School Liaison Officer (Job Description)
  
- 890 *Relations with Education Agencies (Section Title)*