

7000	RELATIONS
7130	Public Requests, Suggestions, or Complaints
7150	School Visitors
7151	Use of Cameras and Other Recording Devices in Locker Room.
7160	Public Attendance at School Events
7211	District-Support Organizations
7250	Relations with Parents
7270	Home-Based, Private, or Tribal Schooling
7500	Relations with Educational Institutions and Organizations
7555	Partnerships with Business
7700	Relations with Special Interest Groups
7700.01	Advertising and Commercial Activities
7800	High School Diplomas to Veterans
7800.01	Veterans as Classroom Volunteers

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

The Portage Community School District Board of Education expects employees to act in a professional manner and in accord with accepted educational practice and adopted policies, and furthermore presumes that citizens and employees are both committed to act in the best interest of students. Further, the school district recognizes the right of individuals to share concerns or present complaints about practices occurring in the schools or district.

Any complaint concerning any aspect of the operation of the Portage Community School District (i.e., personnel, teachers, curriculum, operation, maintenance,) shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy. Requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy. (Anonymous complaints will not be processed):

- a. The complaint is to be referred to the teacher and their immediate supervisor and/or administrator involved.
- b. If not resolved at step a, the complaint is to be referred to the district administrator, preferably in writing, outlining the issue and remedy sought by the complainant, describing how the decision of the teacher/administrator is found to be in violation of board policy/student handbook outlines. The following areas are considered by the board to be administrative functions and in these areas the appeal to the district administrator is final; pupil and/or teacher assignments, grade placement and grading, school discipline, and student promotion and/or graduation. Appeals of student disciplinary matters relative to transportation services may be appealed to the business administrator. The board will hear complaints in these areas only if the allegation of the complaint is that board policies and/or rules and regulations of the board have been violated. The appeal officer will report the substance of the complaint and its disposition to the board for its information only.
- c. If the appeal officer cannot resolve the problems in areas other than listed as exceptions in "b" the district administrator and/or the complaining party may present the problem to the Board either in writing or in person for Board action.

The Portage Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

Challenged Materials

A. Statement of policy

1. Occasional objections to instructional materials will be made, despite the quality of the selection process. The Portage School Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States (Appendix A) and expressed in the Library Bill of Rights of the American Library Association (Appendix B) and the Student's Right to Read of the National Council of Teachers of English. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the certified teaching and library media personnel must be defended rather than the materials.
2. If an individual challenges an instructional material, the following considerations must be observed: The protective right of the parent/guardian to guide the education of their own child. The duty to protect other children's rights to participate in educational experiences over the objection of an individual or group of citizens of the community.

B. Procedures for Reconsideration of Challenged Materials

1. The person expressing a concern over instructional materials should meet with the instructor/media person who supplied the material in order to resolve the issue. The individual or group registering the complaint will be given a copy of the Portage School District's "Material Selection Policy".
2. If the person expressing a concern is not satisfied with the outcome of this meeting, he/she will be requested to complete the "Request for Reevaluation of Instructional Material" which is available in the school office or on the district website and file a signed copy with the building principal.
3. The building principal will inform the superintendent of schools and the

director of technology, director of instruction, and district library media specialists of the challenge.

4. Circulation of challenged materials shall not be restricted during reevaluation proceedings but requests of individual parents for alternative materials for their child shall be honored without penalty.
5. Upon receipt of a request for formal reconsideration of an instructional material, a reconsideration committee shall be formed (at all levels) consisting of the following members.
 - a. An administrator chosen by the District Administrator. This person will serve as chair of the committee.
 - b. The building principal. This person shall serve as secretary of the committee.
 - c. A teacher of the appropriate grade level/subject area chosen by the building principal.
 - d. A library media professional chosen by the administration.
 - e. One citizen representative from the District curriculum committee.
 - f. One community member (with children attending the school where the material is being challenged) chosen by other members of the committee.
 - g. A student council member from either the Middle/Senior High level.
6. Upon being named, the reconsideration committee chair shall schedule the meeting date and time within 30 days and provide copies of the following to committee members:
 - a. Request for re-evaluation of instructional material form
 - b. Copy of the challenged resource
 - c. Copy of critical reviews
 - d. Copy of School Library Media and Textbook Selection policy
7. At the reconsideration committee meeting, the following will occur:
 - a. Listen to a presentation from the complainant. This person may speak for no more than 15 minutes and can be asked for clarification before being excused for the remainder of the meeting.
 - b. Examine the challenged resource;
 - c. Determine professional acceptance by discussing critical reviews of the resource;
 - d. Weigh values and faults and form opinions based on the material

- as a whole rather than on passages or sections taken out of context;
- e. Discuss the challenged resource in the context of the educational program;
 - f. Discuss the challenged item with the individual questioner when appropriate;
 - g. The committee shall vote to retain or remove the material from the school environment.
 - h. Prepare and submit a written report to the superintendent within 10 days.
 - i. The written report shall be discussed with the individual questioner if requested.
 - j. The written report shall be retained by the building principal and District Administrator.
 - k. The decision of the reconsideration committee is binding for the individual school for a period of two years.
 - l. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the School Board of the Portage Community Schools as the final review panel.

118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The District Administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

With limited exceptions, a Sex Offender Registrant may not be on any school premises unless the Registrant has followed the procedures below and has obtained prior approval from the Superintendent.

1. Before visiting school premises, a Registrant shall notify the Principal in writing of the specific date, time, and place of the visit, and of the Registrant's status as a registered sex offender.
2. The Principal shall forward the Registrant's notice to the Superintendent or his or her designee for review and approval.
3. The Superintendent of Schools will notify the Registrant and Principal in writing of whether the Registrant's visit is approved, and what conditions will apply to the visit, if any. Any approval by the Superintendent will only apply to the specific date, time, and place referenced in the Registrant's notice.
4. The Principal may notify additional school personnel of the visit as necessary, including, but not limited to: appropriate administrative and teaching staff; security personnel; volunteers or paraprofessionals within the student's classroom; counselors; coaches; advisors; nurses; bus drivers; custodians; district daycare providers; and playground supervisors.

Exceptions:

1. A Registrant who is a voter may visit school premises without providing advance notice or obtaining prior approval if:
 - (a) an election is being held that day;

- (b) the Registrant's polling place is on school premises; and
 - (c) the Registrant is visiting school premises for the sole purpose of voting.
2. A Registrant who is the parent or guardian of a child enrolled at the school must notify the Principal of his or her status as a registered sex offender only as follows:
- (a) at the beginning of each school year; or
 - (b) if the child is not enrolled at the beginning of the school year, when the child is first enrolled; or
 - (c) if the parent/guardian is not a registered sex offender at the beginning of the school year or when the child first enrolls, when the parent/guardian first becomes a registered sex offender.
3. A Registrant who is a student enrolled in the District must notify the administrative office of their registration prior to returning to school.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The District Administrator shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President or by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

301.475(3)(c). Wis. Stats.

**BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT**

**RELATIONS
7150/page 3 of 3**

**USE OF CAMERAS AND OTHER RECORDING DEVICES
IN LOCKER ROOMS**

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone or any recording device to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution under State law.

175.22, 942.08, 942.09, Wis Stats.

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed nor any betting occur at any function occurring on District premises.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the District Administrator in accordance with Policy 7211 - District Support Organizations and Policy 7700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better protect the safety and well being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the District Administrator to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the District Administrator.

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"Upon request to the building administrator or supervisor, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated."

29 CFR Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

DISTRICT-SUPPORT ORGANIZATIONS

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

Any new organization desiring to use the name or good offices of the District must obtain the approval of the building administrator and notify the District Administrator as a prerequisite to organizing.

These needs may be educational to parents and/or children. In addition to parents, membership shall be available to the District's professional staff.

The Board recognizes that parent-teacher organizations and other school related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions.

As necessary, the District Administrator may:

1. provide assistance to a group in planning its activities;
2. monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the District Administrator's administrative guidelines;

Each volunteer organization shall work within the appropriate school setting and in cooperation with the Principal and other staff members. Each group shall abide by the policies of the Board and the guidelines established by the Committee.

The District Administrator shall implement administrative guidelines that will require each group's fund-raising activities are in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

policy

BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT

RELATIONS
7250/page 1 of 2

RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

1. parent-teacher conferences to permit two-way communication between home and school
2. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
3. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;

policy

BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT

RELATIONS
7250/page 2 of 2

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policy

BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT

RELATIONS
7270/page 1 of 2

HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

The Board of Education encourages the enrollment of all school-age children residing in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board may allow any student who is being educated at a private school or a tribal school to participate, if space is available, in any of the District's non-WIAA sanctioned athletic or extra-curricular programs.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than 2 courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

policy

BOARD OF EDUCATION
PORTAGE COMMUNITY SCHOOL DISTRICT

RELATIONS
7270/page 2 of 2

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

118.145(4), Wis. Stats.

118.133, Wis. Stats.

118.53, Wis. Stats.

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RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

The District Administrator may enter into such cooperative ventures with institutions or organizations for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the District Administrator shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the District Administrator shall maintain liaison with the administration of all such schools that enroll significant numbers of students *who are* residents in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial school.

PARTNERSHIPS WITH BUSINESS

The Board of Education is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The District Administrator is authorized to actively seek such partnerships.

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by the Board.

A. Political/Commercial Interests

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the District Administrator or principal on the basis of their educational contribution to part or all of the school program, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

have the primary effect of advancing a special product, group, or company;

make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

interrupt the regular school program;

involve any direct cost to the District;

C. Distribution/Posting of Literature

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the District Administrator or principal.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the District Administrator.

Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the District Administrator's approval.

This policy does not apply to the raising of funds for District sponsored or school-sponsored activities.

E. Prizes/Scholarships/Other Awards

The Board is appreciative of the generosity of organizations which offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not unlawfully discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy

in awarding prizes, scholarships, or other aids, benefits, or services.

The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available.

The District will periodically review their procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

- the organization have a purpose which will benefit the School District and its students;
- the organization's planned activities are clearly in the best interest of the School District and its students;

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the District Administrator. If approved, a copy of the results and the proposed manner of their

communication are to be provided to him/her for review and approval before they are released.

118.125, Wis. Stats.

ADVERTISING AND COMMERCIAL ACTIVITIES

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

Product Sales:

product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);

exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

Direct Advertising/Appropriation of Space:

signage and billboards in schools and school facilities;

corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);

ads, corporate logos, or brand names on book covers, student assignment books, or posters;

ads in school publications (newspapers and yearbooks and event programs);

free samples (e.g., of food or personal hygiene products).

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.

No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.

No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.

No advertisement may contain libelous material.

No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.

Each advertisement must be reviewed in advance for age appropriateness.

Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.

The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement
- B. authority of District administration to view and approve all materials prior to actual placement
- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties

HIGH SCHOOL DIPLOMAS TO VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

- A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.
- B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.
- C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.
- D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board may also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

If the veteran is deceased and satisfied criteria B. through D. above, the Board may award a diploma posthumously and present that diploma to a surviving relative of the veteran.

The application for a veteran's diploma is available at the Office of the District Administrator.

45.001(5), Wis. Stats
120.13(37), Wis. Stats

VETERANS AS CLASSROOM VOLUNTEERS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of Public Instruction presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

- A. The veteran completes twenty (20) hours of volunteer service in a District school during a school term.
- B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.
- C. The veteran is not an employee of the School District during the term in which the volunteer service takes place.
- D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Public Instruction a form signed by the school principal or the District Administrator verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

45.09, Wis. Stats.