



Policy Manual Index Series 800 – School-Community Relations

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WASB CODE: 810

SCHOOL – COMMUNITY RELATIONS GOAL

The best interests of the Pecatonica Area School District are served when lay citizens and professional school personnel work together for school improvement. Residents of the District are encouraged to express their desires for the quality of education they wish to have in their schools.

One of the Board of Education's primary functions is to channel citizens' aspirations for their schools to the professional staff. To facilitate such channeling, the Board will support appropriate devices, arrangements, procedures, and organizations. The Board, therefore, reaffirms and declares its intent as follows:

To keep the citizens of the District regularly and thoroughly informed through various channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the office of the District Administrator.

To invite the advice and counsel of the people of the District at all times and especially at all regularly scheduled Board meetings.

To solicit the sound thinking and skills of the people through advisory committees selected from the community and appointed by the Board to consider those problems which vitally affect the future of the District's children.

LEGAL REF.: Sections 120.12 Wisconsin Statutes

CROSS REF.: 186 School Advisory Committee Employee Handbook

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 822

NEWS MEDIA RELATIONS

The Board of Education encourages the active participation of newspapers, radio, television, and other mass media in promoting the cause of quality education and recognizes the importance of the news media's role in reporting information about the District to its citizens.

The Board believes that the best interests of citizens and taxpayers, as well as of the educational community, are served when there is free and open communication between District representatives and the media. The Board recognizes that while any individual has the right to express his or her opinion regarding school district issues, only the District Administrator and the school board president, or their designees, are authorized to identify Board of Education positions on an issue. Media requests for policy statements regarding the position of the school district on a given issue shall be referred to the District Administrator and/or president of the Board of Education, or their designees.

Media Interviews of Students

During school hours media representatives are welcome in the school and are subject to the same rules as all school visitors.

If, in the judgment of the principal or his/her designee, the presence of the media representatives would disrupt the educational process, their presence on school property at specific times or in specific instances may be prohibited.

During a declared crisis situation, media representatives may not interview or record the views of minor students on school property without the prior permission of the student's parent or guardian.

Administrators, faculty advisors, and coaches may restrict media access to student interviews on school property if, in their judgment, such access would not be in the best interests of the student.

LEGAL REF.: Sections	19.81	Wisconsin Statutes
	19.84	
	19.90	
	120.11(4)	
	985.05	
CROSS REF.: 171		Regular Board Meetings
171.1		Public Notification of Board Meetings
184		Board Minutes
347-Rule		Procedures for the Maintenance and Confidentiality of Student Records
823		Access to Public Records

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 823

ACCESS TO PUBLIC RECORDS

The Pecatonica Area School District shall allow persons to have access to school district records in accordance with established state law. District public records shall be retained in accordance with legal requirements and established District procedures.

The District Administrator is designated as the legal custodian of District records, except for district staff members who are designated as custodians of student records. The legal custodian shall safely keep and preserve records of the authority and shall have legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the District legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected and/or abstracted at any time during established District office hours. A fee may be established in accordance with the law. A list of such fees shall be made available at the District office.

A public records notice shall be displayed in designated locations throughout the District, and procedures shall be developed to implement this policy.

LEGAL REF.: Sections 103.13 Wisconsin Statutes
103.15
118.125
118.126
120.13(28)
146.81 – 146.84
252.15
767.41(7)
938.396

ADM 12 Wisconsin Administrative Code Family Educational Rights and Privacy Act (FERPA) Americans
with Disabilities Act of 1990
Health Insurance Portability and Accountability (HIPPA) USA Patriot Act of 2001

CROSS REF.: 823 – Rule Access to Public Records Procedure
 823 – Exhibit Notice to the Public
 347 Student Records
 347 – Rule Procedures for the Maintenance and Confidentiality of Student Records

District Records Retention Schedule School Safety Plan

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 823 Rule

ACCESS TO PUBLIC RECORDS PROCEDURES

Definitions

“Authority” means any of the following having custody of a record: the Board, committees, and the Board President, Vice-President, Clerk and Treasurer and other officials and subunits of the Board.

“Legal Custodian” means any person or position designated by the Board or otherwise designated by law to carry out responsibilities under these procedures and the public records law.

“Record” means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or being kept by an authority. “Records” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.

“Records” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator s working; materials which are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

“Local public offices within the district” include the District Administrator, building principals, curriculum coordinator, school psychologist, professional staff, school special education aid and building secretary.

Custody and Delivery of Official Property

Except as provided in section H below, each officer and employee of the District shall safely keep and preserve all records received from his/her predecessor or other persons and required by law to be filed, deposited or kept in his/her office or which are in the lawful possession or control of which he/she or they may be lawfully entitled as such officers or employees

Upon the expiration of an officer’s term of office or an employee’s term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his/her successor all records then in his/her custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the school district clerk. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to and receipted by the clerk, on behalf of the successor, to be delivered to such successor upon the latter’s receipt.

Legal Custodians

On behalf of any district authority identified in A-1 above, the following person or position is designated as legal custodian of records: District Administrator. The legal custodian of records maintained in a publicly owned or leased building shall designate one or more deputies to act as legal custodian of such records in his/her absence or as otherwise required to respond to requests for records: Building Principal and Director of Special Education.



The legal custodian has the full legal power to render decisions and carry out the duties of the authorities identified in A-1 above. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

The legal custodian of records and other employees involved in collecting, maintaining, using, providing access to, sharing or archiving record information shall receive training on the duties and responsibilities relating to the collection, maintenance, use, providing access to, sharing or archiving record information. They shall be informed of their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.

Public Record Notices

The legal custodian shall provide the notices to the public and to employees as required by state law.

Public Access to Records and Fees

Except as provided in section G below, any person has a right to inspect a record and to make or receive a copy of any record as provided in state law.

Records shall be available for inspection and copying during regular office hours.

Requesters shall be permitted to use facilities comparable to those available to school district employees to inspect, copy or abstract a record.

The legal custodian may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

A requester shall be charged a fee for the cost of copying and locating records as follows:

The fee for photocopying shall be \$0.25 per page.

If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic process shall be charged.

The actual full cost of providing a copy of other records not in print form on paper, such as films, computer printouts and audio or videotapes shall be charged.

If a record is produced or collected by a person pursuant to a contract entered into by that person and the District, the fee charged for copying the record shall be the actual, direct and necessary cost of reproduction incurred by the person making the reproduction or transcription of the record, unless a fee is otherwise authorized or established by law.

If mailing or shipping is necessary, the actual cost of mailing or shipping the record information shall be charged.

There shall no charge for locating a record unless the actual cost therefore exceeds \$50 in which case the actual cost shall be determined by the legal custodian and billed to the requester. The District shall not charge the requester for the costs associated with reviewing a record for information/data that is not subject to disclosure, or redacting (i.e., deleting) such non-disclosable information/data prior to releasing the record.

The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds \$5. Elected officials and employees of the District shall not be required



to pay for public records they may reasonably require for the proper performance of their official duties.

The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interests.

The legal custodian may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.

If the requester is a prisoner or is a person confined in a federal correctional institution located in Wisconsin, and he/she has failed to pay any fee that was imposed for a request made previously by that requester, the legal custodian may require prepayment both of the amount owed for the previous request and the amount owed for the current request.

Record Request Procedures

A request to inspect or copy a record shall be made to the legal custodian or deputy. The request shall be deemed sufficient if it reasonably describes the request record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if the record is kept at a private residence or if security reasons or federal law so dictate, identification may be required. Mail request may not be denied unless a fee prepayment is required.

Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's denial. Record requests shall be approved or denied consistent with legal requirements and these procedures. If the legal custodian decides to permit access to certain types of records of employees or individuals who hold a local public office (e.g., records containing information related to an employee created or kept as a result of an investigation into a disciplinary matter; records obtained through a subpoena or search warrant), the following actions shall be taken before the records are released to the public:

The legal custodian shall give the appropriate notice to the record subject; and
The record subject shall be afforded the rights outlined in state law.

A request for a record may be denied as provided in section G below. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under state law or upon application to the attorney general of a district attorney.

Limitations on the Right to Access

As provided by state law, the following records are exempt from disclosure under these procedures:

Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law. Student records are exempted by section 118.125 of the state statutes.



Any record relating to investigation information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.

Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.

Unless access is specifically authorized or required by statute, records containing the following information:

Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.

Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.

Information relating to one or more specific employees that is used for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference or other comments or ratings relating to employees.

The home addresses, home electronic mail address, home telephone number, or social security number of an employee or an individual who holds a local public office, unless the employee or individual authorizes the authority to provide access to such information. This does not apply to the home address of a school board member.

A record prepared or provided by an employer performing work on a public works project or on which the District is otherwise required to pay prevailing wages, if that record contains the name or other personally identifiable information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information. "Personally identifiable information" does not include an employee's work classification, hours of work, or wage or benefit payments received for work on such a project.

Except with respect to a final candidate, any record related to the application that may reveal the identity of the applicant if the applicant indicated in writing that the applicant does not wish the authority to reveal his/her identity. "Final candidate" includes, whenever there are at least five candidates for a position/office, each of the five candidates who are considered most qualified, and whenever there are less than five candidates, each such candidate.

Any record containing personally identifiable information as defined in state law that is collected or maintained in connection with a complaint, investigation or other circumstances that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any such record that is collected or maintained in connection with such an action or proceeding, if the requester is an individual or person authorized by the individual to inspect any record containing personally identifiable information pertaining to the individual.

Any record containing personally identifiable information as defined in state law that, if disclosed, would endanger an individual's life or safety or identify a confidential informant, if the requester is an individual or person authorized by the individual to inspect any record containing personally identifiable information pertaining to the individual.



If a record contains information that may be made public and information that may not be made public, the legal custodian of records shall provide the information that may be made public and delete the information that may not be made public from the record before release.

A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the District's legal counsel in making such determinations. The legal custodian shall follow the procedures in F-3 above and in state law when access to a record in whole or part, is denied.

Destruction and Retention of Records

All District records shall be kept for a period of not less than seven years unless a shorter period is fixed by the public records and forms board under state law and except as provided in (2) below. This section does not apply to student records under section 118.125 of the state statutes.

District records shall be retained for the periods of time outlined in the Wisconsin Records Retention Schedule for School Districts, which has been adopted by the Board.

The legal custodian of records may, subject to Board resolution, keep and preserve public records in his/her possession by means of microfilm or another reproductive device, optical imaging, or electronic formatting. Such records shall meet the standards for photographic reproduction set forth in state law and shall be considered original records for all purposes. Such record shall be preserved along with other files of the District and shall be open to public inspection and copying according to the provisions of state law and these procedures.

LEGAL REF.: Sections 103.13 Wisconsin Statutes

103.15

118.125

118.126

120.13(28)

146.81 – 146.84

252.15

767.41(7)

938.396

ADM 12 Wisconsin Administrative Code Family Educational Rights and Privacy Act (FERPA)

Americans with Disabilities Act of 1990

Health Insurance Portability and Accountability (HIPPA) USA Patriot Act of 2001

CROSS REF.: 823 Access to Public Records Procedure

823 – Exhibit Notice to the Public

347 Student Records

347 – Rule Procedures for the Maintenance and Confidentiality of Student Records

District Records Retention Schedule School Safety Plan

APPROVED: May 17, 2013



PUBLIC RECORDS NOTICE

WASB CODE: 823 Exhibit

The Pecatonica Area School District is a common public school district providing education to students in grades 4K through 12. The School Board, consisting of seven members, is the governing body of the District. Individual members of the Board are elected or appointed to their office per state statutes.

The District's schools are comprised of the following:

Pecatonica Elementary School 701 School Road
Hollandale, WI 53544

Pecatonica Middle and High School 704 Cross Street
Blanchardville, WI 53516

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by the individual board members
2. Officers of the School Board
3. District Administrator
4. Elementary School Principal
5. Middle/High School Principal
6. Director of Special Education

The District Administrator serves as the legal custodian of records for the following school district authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other authorities created by rule or order of the Board;
4. The officers of the Board; (President, Vice President, Clerk, and Treasurer)
5. Individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual member of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The Elementary Principal and the Middle/High School Principal shall serve as deputy custodians of records in the event that the District Administrator is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each building principal employed by the District shall serve as a deputy custodian concerning the education records of the students presently attending school in their building or programs, as well as those student records which are otherwise maintained at their respective buildings.

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from 8:00 AM to 4:30 PM, except for holidays and such other exceptions as may be established in connection with the school calendar.



Such request may be made to:

Pecatonica Area School District
Custodian of Public Records: District Administrator 704 Cross ST, PO Box 117
Blanchardville, WI 53516

All requests must be reasonably specific as to the subject matter and time period of the records covered by the request.

All request will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

FEE SCHEDULE APPLICABLE TO REQUESTS FOR ACCESS TO PUBLIC RECORDS

The following fees are authorized to be charged to persons who request to inspect or copy the records of a District authority, to the extent such request is submitted, or responded to, under the Wisconsin Public Records Law:

1. \$0.25 per side of a page for each paper copy that is made of any standard-size paper record. Separate charges, not to exceed the actual, necessary and direct cost, may apply for issuing copies of photographs, electronic records, records which require transcription, or other specialized records;
2. The actual, necessary, and direct cost of photographing and photographic processing for providing a photograph of a record, when the record does not permit standard copying;
3. There shall be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester; and
4. If records are mailed to the requester, the actual, necessary and direct postage/shipping costs. Prepayment of authorized fees may be required for any request where the total cost exceeds \$5.

In a situation where any fees differing from the fees identified in this Notice are established by law, or are authorized to be established by law, those fees may be charged.

Requesters shall make checks for fees payable to Pecatonica Area School District.

SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY- IDENTIFIABLE TO A STUDENT

A parent, guardian or adult student who, pursuant to applicable state or federal law, requests to inspect or copy personally-identifiable student records maintained by the District should submit such request to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to Building Principal Office, except that requests for a copy of an individual's own high school transcript should be submitted to Guidance Office. For more information regarding student records and accessing student records, see the District's student records policies and the student handbook. A fee other than those fees applicable to access to public records may apply to requests for student records.



WASB CODE: 830

USE OF SCHOOL FACILITIES

Since the schools belong to the people of the Pecatonica Area School District, and since the facilities are established, maintained and operated by funds budgeted for in the annual budget, the School Board accepts the responsibility for making its facilities available to responsible organizations, associations, groups, and individuals of the Pecatonica Area School District for appropriate civic, cultural, welfare or recreational activities that do not infringe upon, nor interfere with, the conduct and best interests of the school system. A fee may be assessed for usage dependent upon the specifics of the facilities use request. Responsible organizations shall include employee organizations recognized by the Board. It is the policy of the District to limit the imposition of fees on activities and events that involve students that attend the Pecatonica Area School District.

The District reserves the right to reject or cancel any request for use of facilities that involves activities that are discriminatory in nature.

LEGAL REF.: Sections 120.10 (9) & (10) Wisconsin Statutes
120.13(17)m (21) & (25)
121.02(1)(i)
Equal Access Act
Boy Scouts of America Equal Access Act 2001

CROSS REF.: 720 School Safety Program
830 – Rule Procedures for Use of School Facilities
831 Tobacco Use on School Premises
832 Weapons on School Premises
833.2 Alcohol and Other Drugs on School Premises
860 Visitors to the Schools

APPROVED: January 19, 1987

REVISED: January 18, 1993
November 20, 1995
May 17, 2013

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WASB CODE: 830-RULE

PROCEDURES FOR USE OF SCHOOL FACILITIES

Since the Board of Education has the responsibility to maintain, repair, and update the District's facilities, the fee structure will be developed and adopted by the Board of Education to cover the following: direct and indirect cost, wear and tear. The Board also develops a fee schedule for programs paid for by the "Community Service Fund," Fund 80 levy.

The Pecatonica Area School District does not discriminate on the basis of sex, race, national origin, age, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap.

General Conditions

1. All requests for use of school facilities by any group, other than school sponsored activities and programs within each school, are to be submitted to the District office, on the proper form, with all information supplied, at least ten (10) days, but not more than 90 days prior to the event. The applicant must be eighteen (18) years of age or older. Requests cannot be "blanket requests" – i.e. "every Saturday from 9am – 12pm" – and if recurring, cannot exceed 4 weeks. For multiple day or week requests, a "calendar" must accompany the request.
2. Regular school activities will have priority for all space. All Applications will be processed according to the date of receipt of application. Community requests will be placed on a school calendar for public view.
3. Granting the use, a building, part of building, or grounds confers no privileges for the use of any facilities other than those stated on the form. It does not include any other time or times for preparation or rehearsal, unless specifically permitted. A monetary penalty may be assessed for the use of unauthorized facilities.
4. A permit is not transferable. If the event is to be cancelled, the applicant should notify the District Office at least forty-eight (48) hours in advance of the date reserved. A monetary penalty may be assessed for failure to give sufficient notice of cancellation.
5. Violation by the permit-holder of any of the regulations governing the use of the school building or grounds may be cause for cancellation of all existing permits and the denial of any permits in the future.
6. Permission must be obtained for decorating, installing scenery or moving furniture. School pianos are not to be moved without prior permission.
7. Special school facilities (cafeterias, stage equipment, etc.) will require the use of school employees trained in their use and such cost will be added to the regular fee.
8. Use of school space does not include the use of school equipment (including computer equipment) unless specifically permitted. Use of school equipment when and where required must be by school personnel, the cost of which will be added to the regular fee. (Regular school curriculum is excluded from this section of this policy.)



9. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a “save harmless” clause protecting the School Board.
10. Scenery, decoration, or equipment, provided by the holder of the permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be authorized by the School Board at the expense of the holder of the permit.
11. Non-School District Evening affairs are to end by 9:30 P.M. unless special arrangements have been made. Complete vacating of the facilities is to be made according to the terms of the permit. Departure time should be included in use hours applied for.
12. The use of tobacco products, nicotine products, alcohol beverages, or other drugs are prohibited on school premises. Any violation of this rule will prohibit future use.
13. The possession or use of weapons is prohibited on school premises.
14. School facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year’s Eve, New Year’s, Good Friday, Easter and Memorial Day.
15. Prior to the use of the facility, organizations outside the District will be required to submit a Certificate of Insurance (ACORD) naming the School District as an additional insured with respect to the organization’s general liability policy. The District will retain the right to set the limits of coverage at an amount it deems necessary and is recommended by the District’s insurance company, but not less than \$500,000.
16. Kitchens and kitchen equipment are not to be used without authorization. If authorized, the District Administrator may request food service personnel to be present. The cost of this service will be added to the regular fee unless the employee donates their time. The HS Concession area is available for community use.
17. School material and equipment, including tables, desks, chairs, dividers, carts, computers, etc. may not be removed from school premises, nor can it be rented whether for free or for a charge.

Limitations of Use

1. Since the School Board is charged by law with responsibility for school facilities, it must reserve the right to deny the use of the school facilities when the Board deems it necessary in the public interest.
2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
3. No facility, building, or grounds will be used for unlawful purposes.
4. Gymnasiums will not be used for dances without special provisions and permission. Use of gymnasiums requires use of proper footgear to prevent damage to floors. No baseball batting practice is permitted in gymnasiums. Unauthorized use of gymnasium apparatus is strictly forbidden.



5. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.
6. No programs of the official community league teams are to be held unless they are supervised by adequate numbers of team supervisors. If space is reserved for community league and the event is canceled without properly notifying the school district in advance, the team may lose privileges to hold future events, as school doors are unlocked generally for this purpose and the school is unlocked and unoccupied.
7. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
8. No organization that limits membership in or attendance at its activities on the basis of gender, race, national origin, age, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, physical, mental emotional, or learning disability or handicap shall be allowed to use the school buildings or grounds.
9. Sponsoring organizations will conduct meetings that are NOT abusive to other groups or individuals by reason of gender, race, national origin, age, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap
10. Sunday use is discouraged and will only be permitted under special circumstances.

Special Conditions

1. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the School Board, the permit is subject to immediate cancellation. Upon notice by a duly authorized agent of the School Board such activity is to cease. The School Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Responsibility

Any group or organization using a public school facility is responsible for any damage above the normal wear and tear, and is expected to:

Make necessary arrangements for a representative of the applying group or organization to be present, with the permit, during the time the facility is used. This representative is to make himself known and present the permit to school personnel for verification. He/she is to be responsible for the use of the facility.

Ensure, with the school representative, that

Exit doors are free from obstruction in the area being used.

Exit lights are turned on.

Locations of extinguishers are known.



Fire, police, School Board rules and regulations, and school rules and regulations are observed.

Any group or organization using a school facility is responsible for clean up and facility must be ready for school use the following morning.

Group or organization leader shall pick up all keys within twenty-four (24) hours of the event and return all keys to District Office the first working day after the event. Exterior doors of either building are not to be propped open;

propping exterior doors open will negate any future use of the facility by the requesting organization for the remainder of the year.

Types of Activities Allowed

1. Student groups within the District, properly supervised by an advisor (4-H, Youth Wrestling, Youth Basketball, Youth Football, Church League, etc.)
2. Parent Organizations
3. The Alumni Association for Homecoming and Basketball Tournament.
4. Groups engaged in activities for the benefit of the school or the communities.
5. Community Education classes.

Types of Activities Prohibited

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
2. Advocating governmental change by violence.
3. Any activity or dress that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment.
4. Any purpose in conflict with school activities.
5. Activities that is discriminatory in the legal sense.

Fee Schedule for Use of Buildings, Grounds or Other Facilities of the School District

Free use of school facilities may be granted to organizations with the following provisions:

Use of the facilities is not to interfere with the school program.

Use of the facilities will not cause unreasonable additional supervision or custodial requirements.

Organization will provide sufficient supervision to restrict use to permitted areas.

No Admission fees are charged.

Pecatonica Area School District students are participating in the activity.

Groups or organizations are within the School District boundaries.



Fee Classification Schedule

1. Classroom rental - \$20.00 per evening, three hour maximum, unless custodial service is required. Maximum of \$50 per half/day.
2. Kitchen or cafeteria rental- \$20.00 per event. If custodial or kitchen staff services are required, then the custodian's salary will be added to cost.
3. Gym rental - \$20.00/ hour. This rental fee includes the hourly custodial charges.
4. Locker-room showers - \$20.00/hour.

Daily Rate for Preschool, Summer Camp, or District-Run Elementary aged programs: \$10.00/hour – not to exceed \$50.00 for half/full day use.

Weight Room with School Staff Supervision: \$20.00/hour.

Other “classes” i.e. agricultural wood shop with School staff supervision: \$30.00/hr plus \$5.00 per person fee for supplies.

Fee Classification

Official School Activities – Free

Groups Affiliated with the School – Free

District Non-Profit Groups or Community League – Free

Private Profit Making Groups and Individuals – Fee plus cost of equipment and personnel.

Out of District Groups and Individuals - Fee plus cost of equipment and personnel.

APPROVED: January 19, 1987

REVISED: January 18, 1993
November 20, 1995
May 17, 2013
October 19, 2015
April 15, 2019



Pecatonica School Facilities Use Request Form

Elementary: PO BOX 128, Hollandale, WI 53544/Ph: 608-967-1172/email: gmesell@pecatonica.k12.wi.us
 Secondary: PO Box 117, Blanchester, WI 53516/Ph: 608-523-4286/email: ralfacore@pecatonica.k12.wi.us
 to be completed at least 10 working days before date of use)

Event: _____
 Event Dates: _____
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday
 * Student events should not be scheduled to conclude later than 7:00 pm.

Facility Requested: HS/MS Location Elementary Location

HS Main Gym Boy's Locker Room Kitchen
 Auxiliary Gym Girl's Locker room HS Commons
 Elementary Gym Library Elementary Cafeteria

Classrooms/Other: _____

Number of Participants: _____ Concessions to be sold: Yes No
 Will you require custodial services during your event: Yes # of Hours: _____ No
 * Your organization will be billed actual costs for this service. Any event with 100+ participants and concessions will need to hire custodial services. School sponsored organizations are exempt from custodial fees.

Arrival Time: _____ Doors Unlocked: _____ Departure Time: _____ Doors Locked: _____
 (Include set-up and clean-up time in your estimate)

Please select the entry doors to be opened for your event:

HS/MS Main Entrance HS/MS South Entrance
 HS/MS Lower Front Entrance (Kitchen) HS/MS Lower Back Entrance (Gym)
 Elementary Main Entrance Elem South Entrance (Bus)
 Elem Northeast Entrance (Art) Elem North Central Entrance (Gym)
 Elem Northwest Entrance (Garden) Elem West Entrance (Playground)

Equipment Needs/Comments:
 (The District will provide access but not set-up unless specific arrangements are made for extended custodial services):

Organization: _____ Requestor: _____
 Address: _____ City, State Zip: _____
 Email: _____ Phone Number: _____
 * Attach any promotional materials that will be sent home to Pecatonica Students that are related to the event listed on this facilities use form.
 * Organizations need to file a certificate of insurance with the District Office annually.

Signature: _____ Date: _____
 If you are requesting keys, please fill out the form on the back of this page. Sponsors are responsible for picking up needed keys from the district office. Sponsors of all-day major events should meet with school personnel at least five days before the event to assure adequate preparation.

For Office Use Only

Approval Route: _____ Date Request Received: _____
 Athletic Director: _____ Date: _____ Custodial Services(\$12-\$18/HR): Yes No
 Principal's Office: _____ Date: _____ Custodian Assigned: _____
 Maintenance: _____ Date: _____ Keys Approved for Issue: Yes No
 District Office: _____ Date: _____ Fee Assessment: N/A

Requestor Bldg Secretary Rooms Custodian: DS CM LA MM BH LB



Pecatonica Area Schools Access Card and Key Holder Agreement

Name: _____
 Event/Activity: _____

In an effort to promote safety and security in all Pecatonica Area School District buildings, all request for Access Cards/Keys must be approved by Administration.

All entry/doorways are locked at all times in our school buildings. Access to the district buildings will be closely monitored by school administration.

Access card/keyholders assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open. Card/Keyholder responsibility for facility security includes:

- Monitoring the entrance door when it is open.
- Supervising the conduct of all individuals allowed access to the facilities.
- Inspecting all accessible portions of the building after the group's usage.
- Locking all applicable doors prior to exiting the building.
- Reporting any damage to the building to the principal, district administrator, or police department.
- Reporting the presence of any strangers or intruders in the building to the principal, district administrator, or police department.

ACCESS CARD/KEY RECEIPT AGREEMENT

I understand that the access card/keys issued are the property of the Pecatonica School District and are not to be duplicated in any form.

I will not share my Access Card/keys with other persons. Any unauthorized use of the access card/keys will be subject to termination of privileges.

I agree that it is my responsibility to promptly report any loss or theft of the access card/keys, and that the access card/keys are to be returned when my need for them no longer exists, or upon request.

I understand that loss of one or more of these keys will result in a \$50.00 assessment if replacement keys are issued. Also, the cost of re-keying locks will be the responsibility of the keyholder if it is proven that he or she inappropriately loaned or duplicated the keys.

I further understand that I will be charged a deposit of \$10.00 which will be returned when the access card has been returned.

Signing below signifies that I understand and agree to the above terms.

Requestor Signature _____ Date _____



WASB CODE: 831

TOBACCO USE ON SCHOOL PREMISES

The District prohibits the use of tobacco products at all times on school premises, whether during the school day or outside the school day, and at school-sponsored activities off school premises in which students are a part. Students are also prohibited from possessing tobacco products on school premises. School premises includes all property owned by, rented by or under the control of the District including school buses.

Building principals shall be responsible for informing students, staff and the public regarding this policy prohibition, including posting appropriate signs on school premises.

Persons violating this policy shall be subject to school disciplinary action and/or legal action through applicable no smoking laws or ordinances.

LEGAL REF.: Sections 101.123 Wisconsin Statutes
120.12(20)
Pro-Children Act of 2001

CROSS REF.: 447 Student Discipline
 School Activities Handbook Employee Handbook
 Current Employee Agreements (end on June 30, 2012)

APPROVED: May 17, 2013



WASB CODE: 832

WEAPONS ON SCHOOL PREMISES

The Board of Education is committed to providing a safe and healthy environment for all employees, students, and visitors on school premises or when attending school-supervised activities. As part of this commitment, the District prohibits the possession or use of weapons at all times on school premises, including in school buildings and other buildings owned, occupied or controlled by the District and in school-provided transportation, and at activities under school supervision, except as otherwise specifically authorized in this policy.

A weapon is defined as any firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon, as defined under section 948.61 of the state statutes. A look-a-like weapon may also be considered as a weapon under this policy if it is possessed or used in a manner that is intended to alarm, intimidate or threaten another person.

The following are exceptions to the prohibition of weapon use or possession:

This prohibition does not apply where state law prohibits a school district from restricting any individual's rights to possess a firearm or other weapon in a location covered by this policy. This includes law enforcement officers, military personnel who may possess a firearm or other weapon on school premises in the line of duty. Individuals 21 years of age or older licensed to carry a concealed weapon may possess or store an authorized handgun that is unloaded and encased in their motor vehicle parked on school grounds.

The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation when the weapon shall be used only under adult supervision.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. Appropriate information and training shall be provided to staff in dealing with weapons situations in accordance with the school safety plan.

Students who violate this policy shall be suspended from school or in-school and may be referred to local law enforcement officials for prosecution under state criminal laws. Based on the nature of the violation a student may be referred to the Board for expulsion. The parents/guardians of students who violate this policy shall be notified in all cases.



A student who possesses a firearm while at school or while under the supervision of a school authority shall be expelled from school for not less than one year as required by state and federal law. The Board may modify this expulsion requirement on a case-by-case basis.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment in accordance with the employee handbook and Board policy. Employee violators shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

This policy shall be published annually in student and employee handbooks and through other appropriate publications to notify the public as required by law and determined by the administration.

LEGAL REF.: Sections 118.07 Wisconsin Statutes
118.31
120.13(1)
175.60
939.22(10)
941.23
941.235
943.13
948.60 – 948.60

Guns-Free Schools Act of 1994 18 U.S.C. Sec. 921(a)
Individuals with Disabilities Education Act (as amended)

CROSS REF.: 411 Equal Education Opportunities
443 Student Conduct
445 Student Interviews and Interrogations by Law
Enforcement
Officers
447 Student Discipline
447.3 Student Suspensions/Expulsions
720 School Safety Program

School Safety Plan
School Activities Handbook Employee Handbook

APPROVED: May 17, 2013



WASB CODE: 835

ANIMALS IN THE CLASSROOM

The Board of Education recognizes that students can gain valuable learning experiences from having animals in classrooms, in that they can reduce anxiety and stress for students and staff, but also recognizes that the health, safety and welfare of students, staff and animals are paramount.

The federal and state policies on “service animals” would supersede any local policy on animals in the classroom. If a student or employee, or guest of the school district has a medical need for a licensed therapy animal, state and federal laws govern access through the American with Disabilities Act.

Animal visits to the school

Animals may be brought into the classroom, but only under conditions that ensure the safety of the children and well being of the animal. Prior permission must be received from the teacher and the building level administrator before any animal shall be brought onto school property, the classroom, or as a part of any function that is an extension of the school.

Unless prior approval is sought and granted, duration of the stay is not to exceed half a day.

The parent/guardian(s) or adult handler must remain with the animal for the entire visit.

All animals must have proper vaccinations documented by a veterinarian and provided upon visit.

Animals may not be transported on school vehicles.

Animals trained or being trained to assist individuals with disabilities will be allowed in school. Modifications may be required to provide for the health, safety, and welfare overall.

Animals may be used for student and staff incentive purposes, to improve morale, build community, and engage learners (i.e. PBIS incentives)

Animals must be brought onto school grounds in an enclosure specific to the species.

Animals as classroom pets

Teachers considering animals in the classroom must check for any known allergies among the students in the class and employees who frequent the room. If allergies exist, parents must be contacted for further direction, and employees must be contacted to determine the severity of exposure to the proposed animal. In case of severe allergies, animals will not be allowed in the classroom.

Before bringing animals into the classroom as permanent classroom pets, the following questions must addressed:

Why do I want a classroom pet?

What do I hope to teach my students by having a classroom pet?

Who is ultimately responsible for the upkeep, safety and welfare of the classroom pet:

During school hours.

During school emergencies such as fire drills.

During periods of time when school is not in session.

Do I have the time needed for the daily upkeep of a classroom pet?

What will happen to the classroom pet if I am no longer able to care for it?



Teachers will be assuming primary responsibility for the humane treatment of the animal. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety. This includes all breaks.

Responsibilities

Animals that are visiting or as classroom pets must be humanely and properly housed in cages, aquariums, etc. specific to the species. Animal houses and the surrounding areas must be meticulously cleaned regularly (at least weekly).

Animal waste and materials must be removed and disposed of in sealed bags in cooperation with custodial staff.

If an individual is bitten or scratched by an animal and the skin is broken, the affected area should be thoroughly cleaned with soap and water. The incident must be reported to the building level administrator, the school nurse, and the student's parents. The school nurse will notify public health authorities. If the school nurse is not available for notification, the teacher is to notify the school principal and call the public health office.

The school principal reserves the right to deny entrance to any animal visit that may seem unsafe or not beneficial for student learning and well-being.

The final and/or full responsibility of the animal, whether for part-day visitation or as a classroom pet, shall be that of the animal's owner.

LEGAL REF.: Sections

American with Disabilities Act of
1990

CROSS REF.: 310 Instructional Goals
342.1 Instruction for Students with
Disabilities
353.1 Volunteer Agreement
860 Visitors in the Schools
881 School and Community Relations

APPROVED: October 15, 2018



WASB CODE: 840

PUBLIC GIFTS TO THE SCHOOL

The Board of Education may accept and use any gift of money or property, including bequests, for the purpose deemed by the Board to be consistent with District goals. All gifts received shall be by official Board action. Gifts for the District cannot be accepted by District personnel without Board approval.

Whenever the Board receives gifts, it shall use them or invest them, in the case of monies, as the donor specifies. In the absence of any specific direction as to the use of such gifts by a donor, the Board may determine how they will be used to serve the District. In the use, control or investment of gifts or grants, the Board may exercise the rights and powers generally conferred upon trustees.

The Pecatonica Area School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships, or other aids, benefits, or service to students from private agencies, organizations or persons on the basis of sex, race, religion, age, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:	Sections	118.12 Wisconsin Statutes
		118.13
		118.27
	PI 9.03	Wisconsin Administrative Code
CROSS REF.:	374	Student Fundraising Activities
	411 Rule	Student Discrimination Complaint Procedures

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 851

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the students of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not resist or impair the educational program of the schools.

The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.

The superintendent may, at his/her discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.

The schools may, upon approval of the superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are non-partisan and non-controversial and which promote the education or other best interests of the students.

School publications may accept and publish paid advertising under established procedures.

Teachers may use source materials from commercial agencies, provided that this material has been approved by the principal. Approved source material may, from time to time, be called to the attention of the teachers by principals and the superintendent.

Other special situations as approved by the superintendent and/or Board of Education (e.g. scoreboards).

LEGAL REF.:	Sections	120.12 Wisconsin Statutes
CROSS REF.:	374	Student Fundraising Activities
	443.4	Student Alcohol and Drug Use
	522.1	Alcohol and Drug Free Workplace
	831	Tobacco Use on School Premises
	840	Public Gifts to Schools

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 860

VISITORS TO THE SCHOOLS

The Board of Education encourages visits by citizens, taxpayers, and parents to all of our school buildings. Taxpayers of the Pecatonica Area School District are invited to visit District school facilities in accordance with reasonable procedures to control such visits and to evaluate the quality of education in the Pecatonica Area School District, determine its needs, and to join with the Board in improving the system. The Board also believes that the parents/guardians of students attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the schools.

Principals are requested to continue strong efforts to ensure that parents/guardians of school children are not only aware of the above policy but that they are cordially invited to visit District schools and to thereby develop a spirit of mutual cooperation which will benefit the children involved. Direct communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged.

Children and students from other schools shall not be permitted to visit classes while they are in session, unless given special permission by the building principal.

Visitors during the School Day

Visitors must first report to the school office, sign in and state the purpose of their visit. The principal or his or her designee shall have the authority to determine what is a valid reason for visitation at the District site. (Visitors shall be required to wear an appropriate form of identification when on school premises.) Visitors shall also be required to sign out upon leaving the school (and shall return the identification upon leaving).

Building principals or their designees shall also have the authority to determine reasonable restrictions and/or conditions on the nature or extent of visits. Because classrooms and other instructional areas are the most vulnerable to disruption, such restrictions and/or conditions may include, but are not limited to:

The visitor remaining in a designated place or seat.

The visitor refraining from speaking to students or the teacher while the class or activity is in session.

The visitor refraining from entering or leaving the area while an activity is underway.

The visitor being chaperoned.

The duration of the visit being limited to particular times or length of time.

The activities of the visitor being limited to a particular purpose(s).



The visitor being required to remain in the office, or another designated area and a student or staff member being brought or asked to come to the office.

Visits to classrooms may be prohibited at certain times such as while testing or other student assessments are being conducted or because the teacher has a particular activity planned that, in his or her judgment, would be disrupted or interfered with by the presence of visitors. Visitors may also be limited to particular routes of travel in the building or upon the school grounds.

Exception:

Visitors who have been invited to school during the school day as part of a special event such as a performance by a class or group or an open school activity (e.g. Veteran's Day activity, choir or holiday concert or play, etc.) are exempt from the requirements in the above section.

Visitors will not be allowed to disrupt the educational environment in any manner. All school visitors must comply at all times with Board policies, administrative rules and school-specific regulations.

Visitors outside the School Day

Attendance at school activities and athletic contests is a privilege that can be revoked by District and School Administration or the Activities Director. Spectators who do not demonstrate positive sportsmanship may be removed by supervisors or police and may lose their privilege to attend future activities and athletic events. Spectators whose behavior is disorderly may be subject to arrest and prosecution. This policy applies to all athletic events and activities, both home and away, involving all District activities and athletics. Examples of offensive behavior include but are not limited to:

Entering the field of play or standing along baselines or end lines, court boundaries or similar areas.

Entering any area reserved for a team, including locker rooms, staging areas or warm-up areas at any time including during time-outs or when a coach or advisor is meeting with his or her players or participants before, during or after a game.

The use of abusive or profane language, including derogatory language directed at participant, coaches/advisors or officials.

The coaches/advisors will be the sole individuals allowed to give players information/instructions during the event. There will be no coaching from the stands, sidelines or audience by parents or other spectators.

Engaging a coach or advisor, during a game or activity (which includes warm-up time and pre- activity and post-activity time), in conversation or argument pertaining to a participant's position, playing time or level of participation.

Special Situations

Both custodial/residential and non-custodial/non-residential parents of a student have rights to visit the child's school unless a court order exists restricting such contact. It is the responsibility of parents to provide the student's school with a copy of relevant and current court orders.



Sex Offender Registration

Registered sex offenders are prohibited from being on public school premises unless they have notified the District Administrator or his or her designee of the date, time and place of the visit and of their status as a registered sex offender, or they fall under one of the exceptions to providing such notification outlined in state law. "School premises" mean any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.

It is the responsibility of the registered sex offender to provide in writing the required notification at least five days prior to the proposed visit.

After receiving the required prior notification, the District Administrator, Building Principal, or designee shall determine 1) whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event based upon school schedule, planned activities or other determining factors and 2) determine any conditions that may be placed on such permission for the safety of other persons present in the school environment. The building principal or designee shall notify the person of the decision by phone or in writing via either electronic or postal delivery.

A registered sex offender who is the parent of a child enrolled in the District is not subject to the above special school notification requirement if the person notifies the District Administrator at the beginning of each academic school year that he/she is a registered sex offender and that he/she has a child enrolled at the school except as follows:

If the child is not enrolled at the beginning of the school year, this notification must be made when the child is first enrolled.

If the person is not subject to the registered sex offender reporting requirements at the beginning of the school year or when the child first enrolled, this notification must be made when the person first becomes subject to the sex offender reporting requirements.

The notification requirements do not apply to:

A registered sex offender who is a student enrolled at the school if a county human or social services department, a licensed child welfare agency or other person supervising the student under a dispositional order has worked with school officials to help ensure the safety of the students attending the school with the student.

A registered sex offender who is a student enrolled at the school if the department of corrections has worked with school officials to help ensure the safety of the students attending the school with the student.

A registered sex offender who is on the school premises to vote if an election is being held that day and the person's polling place is on the school premises.

A registered sex offender who is on the school premises to attend an event or activity that is not sponsored by the school.

The District Administrator and each building principal have the authority to exclude from the school premises any person who disrupts or who appears likely to become a disruption to the educational program or who has violated the requirements of this policy. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary. If law enforcement is contacted, visitation parameters may be established prior to any future school/district visits.



Any other person on school property may be requested by the appropriate administrator or the building principal to register at the proper office stating name, address, and purpose of business on school property. Any such person having no legitimate purpose or business on school property shall be directed to leave the premises forthwith. Should he/she fail or refuse to do so, the village police, state police, or sheriff's department shall be notified and requested to cause his/her ejection as a loiterer or trespasser.

The building principal will be responsible for implementation of this policy and implementing procedures and shall use his/her discretion in situations not covered by the procedures. Individuals having no legitimate reason for being in the buildings shall be asked to leave and may be referred to the police for trespassing.

LEGAL REF.: Sections 120.12(1) Wisconsin Statutes
120.13(1) & (35)
121.02(1)(i)
947.01
947.013

CROSS REF.: 342.5 Title 1 Program
720 School Safety Program
830 Use of School Facilities
831 Tobacco Use on School Premises
832 Weapons on the School Premises School Safety Plan

APPROVED: January 19, 1987

REVISED: August 16, 1993
May 17, 2013
April 28, 2014



WASB CODE: 870

PUBLIC COMPLAINTS

This policy deals with complaints that are not covered by other District policies or procedures.

It is recognized by the Pecatonica Board of Education that school districts exist to serve the students of the District and that the Board is ultimately responsible to the citizens of the District. While the Board can only be accountable to the citizens of the District as a whole, it is important to provide a means for individual citizens to register concerns and to extend complaints regarding any matter over which the Board of Education has jurisdiction. It is also recognized that it is important to provide an orderly and timely procedure for the extension and response to citizen concerns and complaints. That procedure will ultimately provide an opportunity for appeal to the Board of Education or a designated Board committee.

Board of Education members do not have legal authority to manage District matters except when in attendance and acting at a meeting of the Board of Education or Board of Education standing committees. Board members receiving concerns or complaints from citizens should direct them to the building principal or District Administrator. Copies of this policy and appropriate guidelines will be provided to the complainant. Board members will not personally investigate complaints or issue directives to staff in an attempt to resolve complaints.

The District Administrator shall be held responsible to the Board of Education for these functions. Citizen complaints shall be identified as being in one of the following categories:

- Board of Education policy or policy guidelines
- Educational materials
- Personnel
- Procedures
- Programs

Complaints regarding educational materials shall be handled in accordance with the guidelines provided in Policy 381 and Rule 381

LEGAL REF.:	Sections	118.001 Wisconsin Statutes 120.13
CROSS REF.:	161	Board Member Authority
	187	Public Participation at Board Meetings
	361.1 Rule	Reconsideration of Selected Materials

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 870 – Exhibit 1

This form is to be prepared by any individual from the public who wishes the District to process a concern about an employee or a program of the District.

I wish to have the District process my concern about:

(Individual)

(Program)

(Date)

(Signature)

(Telephone)

(Address)

These are my specific concerns:

I have discussed these concerns with the following school district employees:

My recommendation(s) for improving the performance of the individual or program are:

I have observed the situation myself? _____ Yes _____ No



WASB CODE: 870 Rule

PUBLIC COMPLAINTS PROCEDURE

The Pecatonica Area School District Philosophy on Citizen Complaints

It is recognized by the Board of Education that the school district belongs to the citizens of the Pecatonica Area School District. The Board of Education is elected to manage the affairs of the District and serve as the ultimate school district authority in the operation of the District. The administration, under the direction of the District Administrator, is charged with the responsibility for the management of the daily operation of the District in accordance with the policies, guidelines and direction of the Board of Education. Citizens are encouraged to communicate openly with the administration and the Board, both in areas of commendation and concern. These guidelines have been adopted in an effort to facilitate an orderly and timely processing of citizen complaints.

Definitions:

Responsible Person: This term is used to indicate the person responsible for the delivery of the service. Examples would be the teacher, counselor, bus driver, head cook, aide or assistant principal.

Complainant:

The citizen registering the complaint.

Immediate Supervisor: Refers to the administrative person immediately responsible for the administration of the item of concern. In most cases, it would be the principal, but the complaint might be directed to another administrative person, curriculum coordinator, athletic director, director of special education, if this would provide a more appropriate avenue.

Days: Days shall mean school calendar days. In the event that the investigation or resolution of the complaint is inhibited by school not being in session, the day requirements may be extended as necessary, but in no event, longer than the vacation days involved.

Categories of Complaints: Complaints are divided into five fundamental categories for the purpose of identifying district personnel responsible and clarifying the procedure for consideration of the complaint. The complaint categories are:

Board of Education policy, policy guidelines or rules.

Educational materials (see Board Policy 381 and Rule 381)

Personnel

Procedures

Programs



The Basic Complaint Consideration Procedure

Step 1: An oral or written presentation of the complaint to the “responsible person”. This may occur by telephone or letter. In more instances where the issue is complex or where personal contact is more appropriate, it is suggested that a personal conference be arranged. The building principal involved can assist in identifying and contacting the responsible person. In those instances where it is not possible or not considered appropriate by the complainant to deal with the responsible person, the complainant may elect to extend the complaint to the immediate supervisor.

Step 2: If the complaint is not resolved to the satisfaction of the complainant in Step 1, it shall be advanced within ten (10) working days of notification of Results of Step 1 to the immediate supervisor who will attempt to resolve the matter at that level. If deemed necessary by the immediate supervisor, it may be requested that the complaint be submitted in writing according to the prescribed format in Step 3. If the complainant is not satisfied, he/she will be advised by the immediate supervisor of this complaint procedure.

Step 3: If the complaint is not resolved to the satisfaction of the complainant in Step 2, it may be advanced in ten (10) working days of notification of the results of Step 2 to the District Administrator. The complaint shall be presented in writing and the statement of complaint shall include:

An identification of the complaint

A brief but specific summary of the events or facts associated with the complaint

A statement of the relief or resolution requested

The signature of the complainant.

The District Administrator may assign a designee to act for the District Administrator at this step of the procedure. The District Administrator shall meet with the complainant within ten (10) working days of the receipt of the complaint in an effort to resolve the Complaint. Within ten (10) days of the initial meeting, the District Administrator shall extend a decision in writing to the complainant if the complaint has not been resolved. The complainant shall be informed by the District Administrator of the right to appeal the decision and the process that will be followed.

Step 4: If the complaint is not resolved to the satisfaction of the complainant in Step 3, it shall be advanced within ten (10) working days of notification of the results of Step 3 to the Board of Education. Advancement may be made to the Board of Education by extending a letter to the president of the Board of Education requesting Board of Education review. The letter may be directed to the President of the Board of Education, in care of:

Pecatonica Area School District
P.O. Box 117 Blanchardville, WI 53516



A copy of the request for advancement will be sent by the complainant to the District Administrator who will expedite the arrangements for review by the Board of Education. The District Administrator will provide the Board with copies of the complaint as well as a report on the matter. Within 45 days of the receipt of the request for Board of Education review, the Board will hold a hearing on the matter. The hearing will be subject to the Wisconsin statutes relative to an executive session. The Board will render a decision in writing to the complainant within 30 days of the Board of Education hearing on the matter.

Procedural Exceptions by Category of Complaint

Board of Education Policy, Guidelines or Rules

Complaints concerning the policy, guidelines or rules themselves will be initiated at Step 3 to the District Administrator. The initial extension of the complaint may be oral with advancement to the written phase of Step 3 if necessary.

Educational Materials

Complaints concerning educational materials will be considered according to Policy and Rule 381.

Transportation

The Board of Education has delegated the responsibility and authority for review and action on complaints regarding the transportation program and/or procedures to the Personnel Committee of the Board of Education. Step 4 for complaints in this area will be handled by this committee.

LEGAL REF.: Sections 118.001 Wisconsin Statutes

	120.13
CROSS REF.: 161	Board Member Authority
187	Public Participation at Board Meetings
361.1 Rule	Reconsideration of Selected Materials
381	Teaching about Controversial Issues
381	Guidelines for Teaching Controversial Issues

APPROVED: January 19, 1987

REVISED: May 17, 2013



WASB CODE: 881

RELATIONS WITH THE COMMUNITY

The Board recognizes the need and worth of cooperative relationships with parents and community groups and endorses a continuation of the practice of avoiding, wherever possible, student activities on Wednesday nights so this night can be utilized by families and community groups conducting activities of youth organizations.

It shall be the policy of the Pecatonica Area Schools to avoid school activities involving student participation on Wednesday evenings. Any after school functions on Wednesday will be completed by 6:30 p.m.

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WASB CODE: 881.1

RELATIONS WITH BOOSTERS AND OTHER SCHOOL SUPPORT GROUPS

The Board of Education recognizes and appreciates the contributions made by booster/support groups that contribute in many ways to the total education program in the Pecatonica Area School District. Some of the strongest support comes from community organizations and individuals that contribute time and resources that are above and beyond the district's contributions. Teachers, advisors and coaches often need and want the kind of contributions that strengthen and enhance their programs.

Clear communication is a necessary element of an open and positive relationship between booster/support groups and the staff and administrators of the district. The athletic director, named as a member ex-officio of the booster club, will act as a liaison between the booster club and the district.

The booster club understands that it is advisory only and has no authority over school activities, school personnel, or students.

It is understood that in accordance with school policy there shall be no alcohol provided by or sold by a booster/support group using the Pecatonica Area Schools or Pecatonica Vikings name.

The Board has the responsibility to have knowledge of the booster club activities. By-laws and constitutions of the booster/support groups must not discriminate and must follow democratic procedures.

Any gifts from the booster club are subject to the acceptance criteria listed in the district policy.

PUBLIC GIFTS TO THE SCHOOLS, policy number 840.

LEGAL REF.: Section 118.12 Wisconsin Statutes

CROSS REF.: 374 Student Fundraising Activities

840 Public Gifts To The Schools

APPROVED: January 19, 1987

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WASB CODE: 890

RELATIONS WITH EDUCATIONAL AGENCIES

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

The Board directs the District Administrator to 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.

LEGAL REF.: Sections 66.0301 Wisconsin Statutes
 120.13(3) and (19)

APPROVED: January 19, 1987

REVISED May 17, 2013