

SECTION K: SCHOOL - COMMUNITY RELATIONS

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Public records of the Board of Education shall be available to citizens for inspection at the district administrator's office.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

1. All items for news releases that pertain to district-wide issues shall be issued by the district administrator's office.
2. Principals or designees shall coordinate, edit, and approve all releases from individual staff members or students.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

The Board of Education of the School District of Neillsville shall allow persons to have access to school district records in accordance with this policy.

The district administrator is designated as the legal custodian of records for any school district authority. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school 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's legal counsel in determining whether to deny access to a record in whole or in part.)

The following positions constitute a local public office within the School District of Neillsville:

- District Administrator
- Principal
- Maintenance Supervisor of Buildings and Grounds
- Transportation Director
- Food Service Director

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law.

A public records notice shall be displayed at designated locations throughout the district.

LEGAL REF: WI Statutes Chap. 19, Sec. 120.13 (28)

Cross Ref.: KBG (Attachment 1), Notice to the Public  
(Attachment 2), Notice to Employees  
KBGA, Access to Public Records Procedures  
JO, Student Records

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

NOTICE TO THE PUBLIC

The School District of Neillsville has designated the district administrator as the legal custodian of the public records of any school district authority. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of Neillsville at the following place and times:

Board of Education Office  
614 East 5<sup>th</sup> Street  
Neillsville, WI 54456

Between 7:30 a.m. - 4:00 p.m.

The following positions constitute a local public office within the School District of Neillsville:

District Administrator  
Principal  
Maintenance Supervisor of Buildings and Grounds  
Transportation Director  
Food Service Director

The School District of Neillsville is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

NOTICE TO EMPLOYEES

The district administrator has been designated as the legal custodian of records of any school district authority. The legal custodian is vested by the School District of Neillsville with full legal power to render decisions and carry out the duties of the School District of Neillsville under the public records and property law. Requests for access to records shall be referred to the legal custodian. The legal custodian will determine whether a record of the School District of Neillsville must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

The following positions constitute a local public office within the School District of Neillsville:

District Administrator  
Principal  
Maintenance Supervisor of Buildings and Grounds  
Transportation Director  
Food Service Director

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

1. The policy of the School District of Neillsville regarding the release, inspection and/or reproduction of public records is as follows:
  - A. After the receipt of any written request for access to the public records of the district, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request shall be responded to within five (5) working days.
  - B. If a request is denied, it will be denied in writing not later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.
  - C. If any records of the district are requested which are necessary for the day-to-day operation of the district, then the official legal custodian may arrange for the records to be inspected after normal working hours.
  - D. If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.
  - E. Any requests for computer records of the district will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.
2. It is the general policy that the district will not respond to oral requests for records of the district. All requests for any records of the district must be submitted in writing to the official legal custodian.
3. Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information is being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written response.

LEGAL REF: WI Statutes Chap. 19

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

4. Any person shall have not only the right to inspect the records of the district, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the district, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the district relative to the costs of producing any of the records of the district are as follows:

## FEE SCHEDULE

I. Costs of Locating Documents:

Most of the district's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who makes a request to inspect a record if the cost of locating that record does not exceed \$10.00.

Some of the records of the district are in off-site storage, archived, not in the district's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the cost of locating a record will exceed \$10.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required, to provide an estimate of the total anticipated cost of locating the record. The district will determine the cost of locating a record by using the hourly rate of \$10.00/hour for employees involved in attempting to locate the record.

II. Reproduction Expenses:

1. Costs of copying and reproducing records where equipment is available:
  - a. \$.10/page (black print on white paper only)
  - b. If more than five (5) pages are to be copied, then a charge of \$10.00/hour shall be paid in advance by the person making the request on a 1/4 hour basis.
  - c. The actual cost to the district of the tapes or other medium used for reproduction shall also be paid by the person making the request.

LEGAL REF: WI Statutes Chap. 19

Initial Adoption: 11/15/10

Final Adoption: 12/20/10



2. Cost of reproduction of records where equipment is not available within the district.
  - a. If equipment necessary for any reproduction is not available within the district, then the district will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual cost paid by the district to the third party vendor.
  - b. Items in such a situation would include, but would not be limited to, audio or video tape reproduction equipment, microfilm, fiche, or ultra fiche reproduction equipment, assorted computer hardware and software.

III. Disputes:

1. The official legal custodian of the records of the district shall report any disputes which arise under this fee schedule to the board and shall recommend to the board such modifications and revisions as he/she deems necessary.

IV. Payment of Fees:

1. The official legal custodian of the records of the district may require the payment of costs provided herein in advance.
2. The official legal custodian of the records of the district may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

LEGAL REF: WI Statutes Chap. 19

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

The Board of Education recognizes that the district's building and properties are a hub of community activity, providing local residents with opportunities for recreation, social engagement, and cultural enrichment. The building and properties of the School District of Neillsville shall be available for community use under conditions prescribed or permitted by law and in accordance with the adopted policies of the Board of Education.

The Board of Education may grant special requests, waive the fees, demand additional regulations, or refuse the use of all school facilities to any applicant in order to sustain proper usage and maintain adequate safeguards. The building isn't to be used as an overnight sleeping facility under ordinary conditions.

Organizations or individuals wishing to schedule use of school facilities will make application for approval to the principal prior to using the facilities.

Application will be denied if previous usage has been detrimental or unpaid.

The following order shall be used in determining priority of use for applicants:

1. Any school function connected with an educational program or any of the school-sponsored activities.
2. Adult education classes approved by the district administrator and/or Board of Education.
3. Resident organizations
4. Non-resident organizations

In order to be approved, activities sponsored by non-school organizations must not be for commercial use which will result in personal gain or profit. In general, all such meetings must be open to the public and no discrimination is to be shown. No equipment shall be loaned for use by individuals, non-school organizations or employees, unless approved by the district administrator.

Cross Reference: Policy KGD - Schedule of Fees for Use of Facilities and Equipment

Initial Adoption: 10/28/13

Final Adoption: 4/21/14

**PUBLIC SALES ON SCHOOL PROPERTY**

**KGA**

1. Only approved school organizations may sell items on school premises.
2. The sale of any item requires the permission of the principal.
3. Sale of candy, cookies or other edible materials by any individual or organization during the noon hour is prohibited unless proceeds go to the food service fund.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

1. Use of intoxicants, illegal drugs, e-cigarettes, or tobacco in a school building or on school grounds is strictly prohibited.
2. Gambling, loitering and rowdiness shall not be permitted.
3. The Board of Education or any employee of the School District of Neillsville shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school program or meeting, either inside or outside the building.

LEGAL REF: WI Statutes 101.123

Initial Adoption: 11/24/14

Final Adoption: 12/15/14

## SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT

KGD

The rental of a building or room includes heat, light, and power. Equipment use and custodial services shall require additional charges.

### Schedule of Fees:

1. A fee of \$30.00 shall be charged for use of the gyms to other than school-connected organizations who do not qualify under conditions stated below in #8.
2. A fee of \$30.00 and the cost of lifeguards shall be charged for the use of the pool.
3. A fee of \$12.00 shall be charged for the school lunch room when the kitchen is not used or opened.
4. A fee of \$25.00 shall be charged for the school lunch room if the kitchen is to be used for serving a light lunch after a activity or meeting.
5. A fee of \$12.00 shall be charged for any other single school facility, such as a classroom.
6. A fee of \$12.00 shall be charged for any educational class open to the public for a fee imposed by the organization or individual sponsoring it.
7. The charge for the custodian shall be \$20.00 per hour with a two (2) hour minimum. All areas will be checked for cleanliness after use. Failure of the organization to properly clean will result in custodial charges with a two (2) hour minimum.
8. A base cost plus any additional costs for materials and/or equipment requested shall be charged for the use of any school facility unless an organization using the facility qualifies under the conditions stated below:
  - a. Meeting of an educational nature or of civic concern to the general public of the community, by local organizations sponsoring a program free to the public.
  - b. Extension classes under college sponsorship for teacher improvement.
  - c. Local organizations sponsoring a program or activity if the purpose of the program is to raise funds for the benefit of the school.
  - d. Any school activity program or Scout activity.
  - e. Local individual or groups sponsoring a program free and open to the public which will benefit the general public of the district. Permission must be secured in advance from the principal or district administrator for this agreement.

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

SCHOOL DISTRICT OF NEILLSVILLE  
APPLICATION FOR USE OF FACILITIES AND EQUIPMENT

*This agreement shall serve as a Recreational Agreement as defined by WI Statutes 895.523*

Organization using the facility: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of the activity: \_\_\_\_\_

Number of adult supervisors (if minors are involved in activity): \_\_\_\_\_

Eligibility requirements for participation on activity: \_\_\_\_\_

An Application for Use of Facilities and Equipment Form must be completed and approved prior to use of the district's building, properties, and/or equipment by any non-school organization or individuals.

The following order shall be used in determining priority of use for applicants:

1. Any school function connected with an educational program or any school-sponsored activities
2. Adult education classes approved by the district administrator and/or Board of Education
3. Resident organizations
4. Non-resident organizations

1. Fees: Any fees will be billed at the time of use and shall be paid in a timely manner.

2. Liability: The district does not provide liability coverage to the applicant, or participants or attendees in applicant-sponsored activities or meetings. The applicant must provide a certificate of liability insurance for \$1,000,000. The district, its Board of Education, or any employee of the School District of Neillsville shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school activity or meeting, either inside or outside the building.

Wisconsin Statute 895.523 "Immunity from Liability for School Boards that Provide Public Access to School Grounds for Certain Recreational Activities" provides school districts with immunity from liability for injuries caused by or to a person engaged in recreational activities on school grounds pursuant to an appropriately drafted recreational agreement.

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

The renter or group accepts all responsibility for notifying participants of their assumption of risk. The renter or group accepts sole and exclusive responsibility for (1) notifying participants of these requirements; (2) providing participants with any legally-required notice(s); (3) obtaining from participants (or their parents or guardians) any legally-required permissions as may be associated with holding a recreational activity under this Agreement. This responsibility of the renter or group includes, but is not limited to, (1) the provision of any mandatory notices that must be provided regarding risks of participation and/or participants' assumption of risks; and (2) the provision and return, where applicable, of an information sheet related to head injuries and concussions. The renter or group further agrees to accept, assume, and be legally responsible for any and all liability related to providing such notices and obtaining such permissions, including but not limited to defending against all claims and paying for all damages, fees, and costs related thereto.

3. Destruction of Property: The applicant agrees to restore to original condition or reimburse the district for all costs incurred as a result of damage to school property above and beyond normal wear, regardless of whether the damage was accidental or attributable solely to the conduct of a participant or attendee at the activity or meeting organized by the applicant.

4. Supervision: Participants in Neillsville Recreation Department programs and all others using the building and facilities must be supervised by an adequate number of adult sponsors to assure proper care and use of school property. The applicant agrees to abide by and enforce, with respect to all participants and attendees at the activity or meeting, all policies, rules, and regulations of the School District of Neillsville involving use of facilities, including but not limited to Community Use of School Facilities Policy, Locker Room Privacy Policy, and the Alcohol and Other Drug Abuse Policy. The applicant is responsible for ensuring that no alcohol, tobacco, illegal drugs, or weapons are possessed or used on school grounds or in any school facility during the activity or meeting in a manner that violates applicable law or any district policies.

5. Safety and Security: The applicant is responsible for the general safety of all persons attending their activity or meeting and for providing security and proper care of all district property used in connection with the agreement. As part of the district's electronic surveillance policy, hallways and other public areas of the building and properties may be subject to surveillance by videotaping or other electronic monitoring with the authorization of the district administrator or his/her designee.

6. Custodial Staff: A school custodian must be on duty for the meetings and activities to see that the building and equipment are properly cared for and to see that the building is securely locked and security system activated. The only exception to having a custodian present will be in the case of a small group of students or adults under supervision of a school employee or other responsible person who is willing to accept the responsibility for the activity. Permission must be secured in advance from the district administrator or his/her designee for this arrangement.

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

7. Use of Lunch Room: When school lunch facilities are opened for serving, one or more of the regular lunch room employees must be in charge and take full responsibility for the meal.

8. Decorations: Prior approval from the district administrator or his/her designee must be obtained for the use of nails, screws, bolts, etc. that might affect the walls, floors or any other part of the building.

9. Moving and Adjusting Equipment: Moving and adjusting scenery, securing lighting effects, operating public address system, and similar matters will be accomplished under the direction of a school employee.

10. Use of Swimming Pool:

A. Character of use

1. Swimming pool may be used by organizations for recreation or instruction.

2. Lifeguards must be employed by the Neillsville Recreation Department.

B. Regulations for pool directors, lifeguards, instructors, and pool attendants:

1. Qualifications:

a. A lifeguard must send or present to the district administrator a current Red Cross Water Safety Instructor Certificate or Red Cross Senior Life Saving Certificate prior to his/her Assignment.

b. A swimming instructor will have the same water safety qualifications as the lifeguard in addition to being qualified to teach swimming.

2. Duties of the pool director and/or designated person in charge:

a. The principal or his/her designated representative will see that the lifeguard receives a copy of the written directions covering lifeguard duties and also receives instructions for carrying out these duties.

b. A lifeguard will be dressed appropriately for swimming.

c. While on duty for recreational swimming periods, a lifeguard will not give swimming instructions.

d. The lifeguard, while on duty, will never go into the water except to perform a rescue operation.

e. The lifeguard is responsible for the safety of the swimmers and should not leave the pool room while on duty. In case of emergency, all participants must get out of the water and sit on the deck away from the water unless otherwise instructed.

f. The lifeguard will prohibit the use of gum, food, and drinks of any kind in the pool room, the locker room, and shower areas.

g. During swimming time, the lifeguard or instructor will be located so that he/she has an unobstructed view of the entire pool area.

Initial Adoption: 10/23/17

Final Adoption: 11/20/17



**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

- h. The lifeguard will only permit the use of approved equipment in the pool. Inner tubes and other inflated objects, towels, and metal objects are not approved water equipment.
- i. The lifeguard will check the lifesaving equipment periodically and see that it is serviceable, properly racked, and placed in the pool.
- j. The lifeguard will check the entire pool for safe conditions before allowing swimmers into the pool room.
- k. The lifeguard will enforce all rules.
- l. The lifeguard will be subject to any rules and regulations as the pool management deems necessary for the good and safety of all.
- m. The lifeguard will see to it that lifesaving equipment is not used for play purposes.
- n. The lifeguard will see that the telephone is in working order to be able to summon help in cases of emergency.
- o. The lifeguard will see that a first aid kit is available for necessary preliminary first aid.

**C. Swimming pool rules:**

- 1. Stay out of pool until two lifeguards (or certified instructors) are on duty.
- 2. When lightning is within 5 miles of Neillsville, all patrons must be out of the pool and out of the showers. Everyone must remain out of the pool for 30 minutes after the last lightning strike within the 5 mile area. (Apps to use for lightning strikes are: Weatherbug, My Lightning Tracker, US Lightning Strikes Map)
- 3. Take a complete shower before entering pool.
- 4. Remove all gum and other items which may become loose while swimming such as Band Aids, bobby pins, jewelry, etc.
- 5. Enter and leave the water at the lifeguards' request.
- 6. Avoid all forms of dangerous activities.
- 7. Do not hang on the rope.
- 8. Report illness or injury to the lifeguard.
- 9. Stay in area suited to ability or as directed. Swimmers may be required to swim two lengths of the pool before allowed to swim on deep side.
- 10. Stay with buddy when assigned.
- 11. No street shoes allowed in the pool area.
- 12. Do not swim with open sores, or any skin, respiratory, foot, or other infections.
- 13. In an emergency, all swimmers must leave the pool and sit on the deck away from the water unless directed otherwise.

**D. Diving rules:**

- 1. No diving from shallow side of pool.
- 2. No diving from blocks unless you are in a competitive swim class.
- 3. Do not dive from diving board when someone is diving from the other board.
- 4. Take only one bounce on the board.
- 5. Do not dive when anyone is in the diving area.
- 6. Leave diving area after completing a dive.
- 7. Do not hang on diving boards.
- 8. Only one person at a time on the diving board.
- 9. Swimmers do not swim in diving area while diving boards are in use.

Initial Adoption: 10/23/17      Final Adoption: 11/20/17

**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

11. Termination of Agreement: The applicant may terminate this agreement at any time by providing written notice to the district. Notice of cancellation must be received by the district at least 10 days in advance of activity or meeting for fees to be reimbursed. The district reserves the right to terminate the agreement with applicant at any time and for any reason. The district also reserves the right to require applicant to reschedule an activity or meeting at any time or for any reason. In such situations, the applicant waives any and all claims to damages, reimbursement, or compensation due to cancellation of the activity or meeting.

I have read the above information and agree to follow the regulations listed above as well as those outlined in related board policies, including Policy KG - Community Use of School Facilities and Policy ECAC - Electronic Surveillance of Public Areas of School Buildings.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

District: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrator or Designee)

Cross Reference: Policy KG - Community Use of School Facilities  
Policy ECAC - Electronic Surveillance of Public Areas of  
School Buildings

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

# APPLICATION FOR USE OF SCHOOL FACILITIES/EQUIPMENT

School District of Neillsville • 614 E. 5<sup>th</sup> St. • Neillsville, WI 54456 • Ph: 715-743-3323 Ext. 0 • Fax: 715-743-8716

Profit    Non Profit    Personal    Rec. Dept.

Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell #: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Fax #: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Number of adult supervisors (if minors are involved in activity): \_\_\_\_\_

Eligibility requirements for participation for the activity: \_\_\_\_\_

It is your responsibility to make sure that you are able to get into the areas you are using prior to the event. You should make arrangements to pick up the keys/fob from the appropriate building office during normal business hours. Please let us know if you will need the following:  Building Access/Key Fob    Room Key(s)   Office Initials \_\_\_\_\_

**Date needed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Reserve Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Custodian(s) Needed?  Yes    No  
*(2 hour minimum for Custodial Time)*

Custodian Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

*\*For additional dates, please complete another request for use form.*

**Facility/Equipment to be used: (check all that apply)**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Athletic Fields        | <input type="checkbox"/> Auditorium           | <input type="checkbox"/> Balcony          | <input type="checkbox"/> Commons         |
| <input type="checkbox"/> Equipment              | <input type="checkbox"/> Fieldhouse-North     | <input type="checkbox"/> Fieldhouse-South | <input type="checkbox"/> Gyms-Elementary |
| <input type="checkbox"/> Gyms-Middle            | <input type="checkbox"/> Kitchen              | <input type="checkbox"/> Lunch Room       | <input type="checkbox"/> Swimming Pool   |
| <input type="checkbox"/> Multi Media Room (PIT) | <input type="checkbox"/> Classroom - #: _____ |   |  |
| <input type="checkbox"/> Other (Specify): _____ |   |   |  |

Will any latex material be used?  Yes    No

The charge for each custodian needed shall be \$20.00 per hour with a two (2) hour minimum. All areas will be checked for cleanliness after use. Failure of the organization to properly clean will result in custodial charges.

The following order shall be used in determining priority of use for applicants.

- Any school function connected with an educational program or any school sponsored activities.
- Adult education classes approved by the administrator and/or school board.
- Resident organizations.
- Non-resident organizations.

Your invoice will be mailed to you after your event is held. **Additional custodial time may be charged if needed.**

Estimated Cost \$ \_\_\_\_\_

Actual Invoiced Cost \$ \_\_\_\_\_

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

Agreement of the Applicant

The rental of a building and/or room includes heat, lights, power, equipment and maintenance.

A base cost plus any additional costs for materials and/or equipment requested shall be charged for the use of any school facility unless an organization using the facility qualifies under the conditions stated below: **Circle # if applicable.**

1. Meeting of an educational nature or of civic concern, sponsored by local organizations as a program free to the public.
2. Extension classes under college sponsorship for teacher improvement.
3. Local organizations sponsoring a program or activity for the purpose of raising funds for the benefit of the school.
4. Any school activity program or Scout activity.
5. Local individual or groups sponsoring a program free and open to the public which will benefit the general public of the district. Permission must be secured in advance from the principal or district administrator for this arrangement.

Gambling, loitering and rowdiness shall not be permitted.

Any fees will be billed at the time of use and shall be paid in a timely manner.

The school board or any employee of the School District of Neillsville shall not be held responsible or liable for any accident or misfortune that might arise in connection with any non-school program or meeting, either inside or outside the building.

Any damage/vandalism to school property shall be the responsibility of the individual or organization making the request for usage.

Liability coverages do not extend to clubs not recognized by the School District of Neillsville. Please provide a certificate of insurance for \$1,000,000.00.

I have read the above information and agree to follow regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only:**

- Copies Given To:
- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> AV           | <input type="checkbox"/> B/G Supervisor | <input type="checkbox"/> Board Office/Billing |
| <input type="checkbox"/> Classroom    | <input type="checkbox"/> IT             | <input type="checkbox"/> Fieldhouse           |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Music Dept     | <input type="checkbox"/> Rec Dept             |
|                                       |   | <input type="checkbox"/> Requestor            |

Secretary Handling: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Original stays with the secretary handling form and at end of year forward original file to Board Office.*

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

\*\*\*Please check all items that apply to this request!!

**ATHLETIC FIELDS** **Base Cost \$20.00/Field**

- |   |  |   |  |                                     |                                    |
|---|--|---|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Baseball Field                     | <input type="checkbox"/> Press Box         | <input type="checkbox"/> PA System        | <input type="checkbox"/> Softball Field              | <input type="checkbox"/> Press Box  | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Concession Stand                   | <input type="checkbox"/> Rest Rooms        |   | <input type="checkbox"/> Concession Stand            | <input type="checkbox"/> Rest Rooms |                                    |
| <input type="checkbox"/> Football/Track Field               | <input type="checkbox"/> Press Box (North) | <input type="checkbox"/> Concession Stand | <input type="checkbox"/> Practice Field              |                                     |                                    |
| <input type="checkbox"/> Press Box (South)                  |  |   | <input type="checkbox"/> Shelter – Softball/Baseball |                                     |                                    |
| <input type="checkbox"/> Rest Rooms (Middle School Outside) |  |   |  |                                     |                                    |
| <input type="checkbox"/> OTHER, please specify: _____       |  |   |  |                                     |                                    |

**AUDITORIUM** **Base Cost \$30.00**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Auditorium Only   | <input type="checkbox"/> Seating (fixed, 460 cap.)                                | <input type="checkbox"/> Lobby – Table(s) #: _____ Chair(s) #: _____ |
| <input type="checkbox"/> Coat Rack   | <input type="checkbox"/> Podium/Lectern   | <input type="checkbox"/> Follow Spotlight                            |
| <input type="checkbox"/> Table(s) – #: _____   | <input type="checkbox"/> Chair(s) – #: _____                                      | <input type="checkbox"/> Riser(s) – #: _____                         |
| <input type="checkbox"/> Public Address System   | <input type="checkbox"/> Microphone(s) – #: _____ Handheld _____ Lavalier (Chest) | <input type="checkbox"/> CD/Cassette Player                          |
| <input type="checkbox"/> Sound/Light Board Operator – \$20.00/Hour/Operator with a two (2) hour minimum. |   |  |
| <input type="checkbox"/> OTHER, Please specify: _____  |   |  |

**BALCONY – MIDDLE SCHOOL** **Base Cost \$12.00**

- Balcony

**CLASSROOM** **Base Cost \$12.00/Room**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Elementary School – Room #(s): | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Television/VCR |
| <input type="checkbox"/> Middle School – Room #(s):     | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Television/VCR |
| <input type="checkbox"/> High School – Room #(s):       | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Television/VCR |

**COMMONS** **Base Cost \$12.00**

- Commons

**EQUIPMENT TO BE USED OFF SITE** **Cost \$5.00 per day/per item up to a total of \$30.00**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Overhead projector           | <input type="checkbox"/> Carousel projector | <input type="checkbox"/> Video projector/VCR |
| <input type="checkbox"/> Computer projector           | <input type="checkbox"/> Camcorder          | <input type="checkbox"/> VCR                 |
| <input type="checkbox"/> OTHER, please specify: _____ |   |  |

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

**SCHEDULE OF FEES FOR USE OF FACILITIES AND EQUIPMENT**

**KGD**

**FIELDHOUSE – NORTH SIDE AND/OR SOUTH SIDE Base Cost \$30.00/Side**

- |  |   |  |                                    |
|--|---|--|------------------------------------|
| <input type="checkbox"/> North Fieldhouse (2/3)            | <input type="checkbox"/> South Fieldhouse (1/3) | <input type="checkbox"/> Coat rack                       | <input type="checkbox"/> Press Box |
| <input type="checkbox"/> Weight Lifting Area               | <input type="checkbox"/> Concession Stand       | <input type="checkbox"/> Locker Room: ___ Boys ___ Girls |                                    |
| <input type="checkbox"/> Seating (bleachers)               | <input type="checkbox"/> Basketball backboards: | <input type="checkbox"/> Volleyball Nets                 |                                    |
| <input type="checkbox"/> East side (1000 cap.)             | <input type="checkbox"/> Main court             | <input type="checkbox"/> Main court                      |                                    |
| <input type="checkbox"/> West side (600 cap.)              | <input type="checkbox"/> Large section (2 sets) | <input type="checkbox"/> Large section (2 sets)          |                                    |
| <input type="checkbox"/> South side (260 cap.)             | <input type="checkbox"/> Small section (1 set)  | <input type="checkbox"/> Small section (1 set)           |                                    |
| <input type="checkbox"/> Table(s) – #: _____               |   |  |                                    |
| <input type="checkbox"/> Chair(s) – #: _____               |   | <input type="checkbox"/> Riser(s) – #: _____             |                                    |
| <input type="checkbox"/> Public Address System             |   |  |                                    |
| <input type="checkbox"/> Microphone(s) – #: _____ Handheld |   | <input type="checkbox"/> Lavalier (Chest)                |                                    |
| <input type="checkbox"/> CD/Cassette Player                |   |  |                                    |
| <input type="checkbox"/> OTHER, please specify: _____      |   |  |                                    |

**GYMS – ELEMENTARY and/or MIDDLE SCHOOL Base Cost \$30.00/Gym**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Elementary School Gym        | <input type="checkbox"/> Middle School Gym - # _____ Seating (bleachers, 360 cap.) |  |  |
| <input type="checkbox"/> Coat Rack                    | <input type="checkbox"/> Volleyball Net  |  |  |
| <input type="checkbox"/> Table(s) – #: _____          |  |  |  |
| <input type="checkbox"/> Chair(s) – #: _____          |  | <input type="checkbox"/> Riser(s) – #: _____ |  |
| <input type="checkbox"/> OTHER, please specify: _____ |  |  |  |

**KITCHEN Base Cost \$25.00**

- |   |   |                                 |                                      |
|---|---|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Kitchen (High School)        | <input type="checkbox"/> Serving Windows                                      | <input type="checkbox"/> Stoves | <input type="checkbox"/> Coffeemaker |
| <input type="checkbox"/> Dishwasher                   | <input type="checkbox"/> Cooks – \$20.00/Hour/Cook with two (2) hour minimum. |                                 |                                      |
| <input type="checkbox"/> OTHER, please specify: _____ |   |                                 |                                      |

**LUNCH ROOM Base Cost \$12.00**

- |                                     |                                    |   |   |
|-------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Lunch Room | <input type="checkbox"/> Coat Rack | <input type="checkbox"/> Tables Moved Out | <input type="checkbox"/> Chairs Moved Out |
|-------------------------------------|------------------------------------|---|---|

**MULTI MEDIA ROOM (PIT) Base Cost \$12.00**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Multi Media Room                  | <input type="checkbox"/> Seating (130 free standing)  | <input type="checkbox"/> Podium/Lectern      |
| <input type="checkbox"/> Overhead projector                | <input type="checkbox"/> Carousel projector           | <input type="checkbox"/> Video projector/VCR |
| <input type="checkbox"/> Computer projector                | <input type="checkbox"/> Bulletin/Chalk Board/Divider | <input type="checkbox"/> Coat Rack           |
| <input type="checkbox"/> Table(s) – #: _____               |   |  |
| <input type="checkbox"/> Chair(s) – #: _____               |   | <input type="checkbox"/> Riser(s) – #: _____ |
| <input type="checkbox"/> Public Address System             |   |  |
| <input type="checkbox"/> Microphone(s) – #: _____ Handheld |   | <input type="checkbox"/> Lavalier (Chest)    |
| <input type="checkbox"/> CD/Cassette Player                |   |  |
| <input type="checkbox"/> OTHER, please specify: _____      |   |  |

**SWIMMING POOL Base Cost \$30.00**

- |  |  |
|--|--|
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Lifeguard(s) – Invoiced thru Rec. Dept with two (2) hour minimum. |
|--|--|

*Updated: 10/02/17 - Forms mlk*

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

1. Custodial Staff:

A school custodian must be on duty for the meetings and activities to see that the building and equipment are properly cared for and to see that the building is securely locked and security system activated. The only exception to having a custodian present will be in the case of a small group of students or adults under supervision of a school employee or other responsible person who is willing to accept the responsibility for the activity. Permission must be secured in advance from the principal or district administrator for this arrangement.

2. Use of Lunch Room:

When school lunch facilities are opened for serving, one or more of the regular lunch room employees must be in charge and take full responsibility for the meal.

3. Decorations:

Prior approval from the district administrator, or in his absence, approval from the principal must be obtained for the use of nails, screws, bolts, etc. that might affect the walls, floors or any other part of the building.

4. Destruction of Property:

The renter or group using the building must agree to restore to original condition any unwarranted destruction of property.

5. Supervision:

Organizations and the Neillsville Recreation Department using the building and facilities must be supervised by an adequate number of adult sponsors to assure proper care and use of school property.

6. Moving and Adjusting Equipment:

Moving and adjusting scenery, securing lighting effects, operating public address system, and similar matters will be accomplished under the direction of a school employee.

7. Use of Swimming Pool:

A. Character of use

1. Swimming pool may be used by organizations for recreation or instruction.
2. Lifeguards must be employed by the school and/or under the Neillsville Recreation Department.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

- B. Regulations for pool directors, lifeguards, instructors, and pool attendants:
1. Qualifications:
    - a. A lifeguard must send or present to the district administrator a current Red Cross Water Safety Instructor Certificate or Red Cross Senior Life Saving Certificate prior to his/her Assignment.
    - b. A swimming instructor will have the same water safety qualifications as the lifeguard in addition to being qualified to teach swimming.
  2. Duties of the pool director and/or designated person in charge:
    - a. The principal or his/her designated representative will see that the lifeguard receives a copy of the written directions covering lifeguard duties and also receives instructions for carrying out these duties.
    - b. A lifeguard will be dressed appropriately for swimming.
    - c. While on duty for recreational swimming periods, a lifeguard will not give swimming instructions.
    - d. The lifeguard, while on duty, will never go into the water except to perform a rescue operation.
    - e. The lifeguard is responsible for the safety of the swimmers and should not leave the pool room while on duty. In case of emergency, all participants must get out of the water and sit on the deck away from the water unless otherwise instructed.
    - f. The lifeguard will prohibit the use of gum, food, and drinks of any kind in the pool room, the locker room, and shower areas.
    - g. During swimming time, the lifeguard or instructor will be located so that he/she has an unobstructed view of the entire pool area.
    - h. The lifeguard will only permit the use of approved equipment in the pool. Inner tubes and other inflated objects, towels, and metal objects are not approved water equipment.
    - i. The lifeguard will check the lifesaving equipment periodically and see that it is serviceable, properly racked, and placed in the pool.
    - j. The lifeguard will check the entire pool for safe conditions before allowing swimmers into the pool room.
    - k. The lifeguard will enforce all rules.
    - l. The lifeguard will be subject to any rules and regulations as the pool management deems necessary for the good and safety of all.
    - m. The lifeguard will see to it that lifesaving equipment is not used for play purposes.
    - n. The lifeguard will see that the telephone is in working order to be able to summon help in cases of emergency.
    - o. The lifeguard will see that a first aid kit is available for necessary preliminary first aid.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10



C. Swimming pool rules:

1. Stay out of pool until two lifeguards (or certified instructors) are on duty.
2. Take a complete shower before entering pool.
3. Remove all gum and other items which may become loose while swimming such as Band Aids, bobby pins, jewelry, etc.
4. Enter and leave the water at the lifeguards' request.
5. Avoid all forms of dangerous activities.
6. Do not hang on the rope.
7. Report illness or injury to the lifeguard.
8. Stay in area suited to ability or as directed. Swimmers may be required to swim two lengths of the pool before allowed to swim on deep side.
9. Stay with buddy when assigned.
10. No street shoes allowed in the pool area.
11. Do not swim with open sores, or any skin, respiratory, foot, or other infections.
12. In an emergency, all swimmers must leave the pool and sit on the deck away from the water unless directed otherwise.

D. Diving rules:

1. No diving from shallow side of pool.
2. No diving from blocks unless you are in a competitive swim class.
3. Do not dive from diving board when someone is diving from the other board.
4. Take only one bounce on the board.
5. Do not dive when anyone is in the diving area.
6. Leave diving area after completing a dive.
7. Do not hang on diving boards.
8. Only one person at a time on the diving board.
9. Swimmers do not swim in diving area while diving boards are in use.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

The Board of Education recognizes the importance of nurturing charitable interests within our community. Developing and maintaining this relationship provides opportunities for students they may have otherwise been unable to experience. Donors also benefit from the personal satisfaction of being a partner in these educational opportunities.

The following guidelines provide donors with information regarding acceptable gifts and bequests.

1. The Board of Education may accept and use any bequest or gift of money or property for a purpose deemed by the board to be consistent with district goals.
2. Individuals or organizations wishing to raise money for the purchase of school-related materials or equipment must submit a proposal for funding the project to the principal prior to the solicitation of funds. The principal will evaluate the proposal and present his recommendation to the district administrator, who will present acceptable proposals to the board. Under no circumstances shall individuals or organizations contact public or private sources in an attempt to solicit funds for a project without prior board approval.
3. Equipment and materials purchased for or donated to the district by individuals, private agencies or organizations outside of the district must be approved by the board.
4. All gifts or bequests shall become the sole property of the district to be used at the discretion of the board, unless otherwise specified in the bequest.
5. Gifts or bequests may be rejected if they result in undesirable or hidden costs to the district; are inappropriate or harmful to students; require endorsement of a business or product; conflict with state and federal laws or board policies.
6. The district shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or individuals on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

LEGAL REF: WI Statutes 118.13

Initial Adoption: 7/19/10

Final Adoption: 8/9/10

Principals shall not permit any solicitors or agents while school is in session. No tickets shall be sold or offered for sale and no meetings or other entertainment shall be given in the school, or on school premises, without the permission of the principal after consultation with the district administrator.

DISTRIBUTION OF NON-SCHOOL-RELATED MATERIALS TO STUDENTS

There are a great many worthy undertakings in the School District of Neillsville which understandably deserve public support. However, it is the policy of the Board of Education to only send home with students certain non-school-related information regarding community activities/programs that are for public school-age students if: (1) the information meets the criteria set forth below; (2) the person requesting to send the information home through the school follows the procedure for the distribution of the material; (3) the distribution does not interfere with classroom instruction.

Procedure

1. Requests for the distribution of non-school-related materials shall be submitted to the district administrator or his/her designee who shall determine if the information should be distributed based upon the following criteria:
  - a. The program/activity must serve public school-age children;
  - b. The program/activity does not violate the law;
  - c. The program/activity must be considered appropriate as determined by the district administrator or his/her designee.
2. All materials should have a telephone number on them in order for parents to get further information.
3. Persons, groups or agencies seeking approval to distribute materials in schools are strongly encouraged: (1) to provide materials translated into the languages spoken by the families receiving the information; (2) to offer scholarship or subsidy fees to low income students if fees are requested for participation.
4. If a parent objects to receiving non-school-related materials, the materials shall not be sent home to such parents.
5. Failure to meet any of the specific requirements will result in the non-school-related materials not being distributed through the school.

Initial Adoption: 6/9/08

Final Adoption: 7/14/08

**ADVERTISING IN THE SCHOOL**

**KJ**

The School District of Neillsville, its staff, and/or students shall not be used to advertise or otherwise promote the interests of any commercial or other non-school agency or organization except as provided for by the Board of Education and administration.

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

Initial Adoption: 6/9/08

Final Adoption: 7/14/08

## VISITORS TO THE SCHOOL

KK

The Board of Education and staff of the School District of Neillsville encourage parents and community members to visit the school throughout the year.

In order to help assure that no unauthorized persons enter the school for wrongful intent, all visitors will be asked to report to the school office to obtain a visitor's pass prior to visiting classrooms and attending other activities. Principals may establish reasonable standards for teachers to follow as a guide in dealing with visitors to the school.

Parents are welcome to visit the school and classrooms while in session. However, parents are to register prior to visiting and it is recommended that arrangements be made ahead of time, when possible, with the principal and teacher. Teachers should avoid discussion of individual students during class session. Parents desiring an individual conference shall make an appointment in advance.

Students shall be prohibited from bringing friends and/or relatives to class that are not assigned to that classroom. An exception will be made if a student is intending to enroll in the School District of Neillsville in the near future or for educational exchange. These exceptions shall be made prior to the visit through the principal's office.

The principal shall have the authority to exclude from the school premises any person(s) that he/she has reason to believe would be, or is, disrupting the educational program of the school.

The principal shall have the authority of determining who shall be approved for visitation.

Any unauthorized person on school property shall be reported to the principal and/or district administrator. The person will be asked to leave, and the police may be called if the situation warrants such measures.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

**EQUAL EDUCATION OPPORTUNITIES - DISCRIMINATION COMPLAINT PROCEDURES**

If any person believes that the School District of Neillsville, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504, or in some way discriminates on the basis of sex, race, religion, color, national origin, ancestry, age, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, or handicap, he/she may bring forward a complaint to the Title VI, Title IX or Section 504 coordinator at his/her office in the school district, Neillsville, WI, or contact him/her by telephone: 715-743-3323.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX or 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Grievance Procedure

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title VI, Title IX or 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) business days.
- Step 2: If the complainant wishes to appeal the decision of the local Title VI, Title IX or 504 coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator's response to the grievance. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the district administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular board meeting or within fifteen (15) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board clerk to each concerned party within ten (10) business days of this meeting.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

**PUBLIC COMPLAINTS -  
EQUAL EDUCATION OPPORTUNITIES - DISCRIMINATION COMPLAINT PROCEDURES**

**KL**

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. Also, an appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Grievance Procedure - Special Education

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Grievance Procedure - Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the state superintendent of public instruction.

Dissemination of Discrimination Grievance Procedures

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school, and other appropriate publications. Board of Education policies are posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

Maintenance of Grievance Records

The coordinators (Title VI, Title IX and Section 504) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the dates and nature of any corrective or remedial action taken.

LEGAL REF: WI Statutes 118.13

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

## EQUAL EDUCATION OPPORTUNITIES - DISCRIMINATION COMPLAINT PROCEDURES

PARENT/CITIZEN COMPLAINTS

Constructive criticism of the school is welcomed by faculty, administrators and the Board of Education when it is motivated by a sincere desire to improve the quality of the educational program or to assist the school in completing tasks more effectively. In order to promote effectiveness and efficiency in handling complaints other than those relating to instructional materials, the board directs concerned parents/guardians/citizens to follow the procedure outlined below:

- Step 1: Parents/guardians/citizens with complaints are urged to attempt to resolve the matter by discussing their complaint directly with the faculty member(s) or school employee(s) most directly involved.
- Step 2: If the complaint cannot be best resolved at Step 1, the complainant may contact the employee's immediate supervisor. It is helpful if the parent/guardian/citizen submits the complaint in writing at this step. If the complaint relates to a possible violation of state and/or federal laws or regulations applicable to a particular instructional program, the written complaint should include a statement that the district has violated a legal requirement applicable to the instructional program and include sufficient information as to when, where and the nature of the activity perceived to be in violation of the law and/or regulations. Every effort shall be made to resolve the issues at this step. If the complaint is not resolved at Step 2, the parent/guardian/citizen shall be advised of the next step to be taken.
- Step 3: If the complaint is not resolved at Step 2, the parent/guardian/citizen shall submit the complaint to the district administrator. If the district administrator is unable to resolve the issues to the satisfaction of all parties, the parent/guardian/citizen shall be advised of the next step to be taken.
- Step 4: If the complaint is not resolved at Step 3, the parent/guardian/citizen shall submit the complaint in writing to the Board of Education. The board's decision shall be considered final by all parties unless alternate actions are available under state or federal law. If, for example, the complainant alleges that the district has violated laws and/or regulations governing state-administered programs, the complainant may file a written appeal to the Department of Public Instruction within 30 days of receipt of the district's decision on the matter.

Initial Adoption: 11/15/10

Final Adoption: 12/20/10



**PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MATERIALS**

**KLB**

The Board of Education of the School District of Neillsville reserves to itself the final responsibility for all library and instructional materials used and curricula taught in the district. The board recognizes that, without a free and vigorous exchange of ideas, learning and teaching cannot effectively take place.

When citizens have concerns about particular instructional materials, these concerns should be presented to the principal in accordance with established procedures. If a citizen is not satisfied with the administrative decision regarding the instructional materials in question, he/she may submit the concern to the board for consideration.

The School District of Neillsville shall not discriminate in the selection and evaluation of instructional materials on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

REF: Policy IIAC Library Materials Selection

LEGAL REF: WI Statutes 118.13

Initial Adoption: 11/15/10

Final Adoption: 12/20/10

**ADMINISTRATIVE PROCEDURES FOR THE INVESTIGATION  
OF COMPLAINTS AGAINST DISTRICT EMPLOYEES**

**KLD**

Careful investigation and consideration of complaints regarding district employees, and due regard for the rights of the persons involved, requires a procedure that balances the various interests of citizens, students and employees. This procedure represents an appropriate balancing of those interests.

Upon receipt of a complaint regarding alleged job-related inappropriate conduct of (or by) a district employee, the district will proceed consistent with the following procedures:

1. The district administrator, principal, or designee will investigate the complaint.
2. Public authorities/agencies shall be informed if the allegations made constitute conduct which is required by law to be reported.

If the allegations made constitute conduct which is required by law to be reported, the employee shall be suspended with pay pending the investigation as called for in this policy. If said investigation is closed as unfounded or it is determined the conduct is not of a reportable nature, the employee may be reinstated until further discipline, if any, is determined in accordance with this policy.

3. The employee(s) complained against will be informed of the general nature of the complaint.
4. The employee will be accorded an opportunity to discuss the complaint with the district administrator, principal, or designee, or submit a written response.
5. The employee under investigation may be accompanied by a representative, if desired, in any discussion of the matter with the district administrator, principal, or designee.
6. Where the complaint involves alleged employee conduct toward or witnessed by students, the district administrator, principal, or designee will secure the student's(s') recollections. Interrogation of students by or on behalf of the employee(s) under investigation or suspicion is not permitted except in the presence of the district's investigator and with the prior notification of the parent/guardian by the school district.

If the parent/guardian or employee is not satisfied with the result of the discussion, either may appeal to the Board of Education in accordance with applicable policy. The decision of the board shall be final in all cases.

Whenever a complaint is made directly to the board as a whole, or to a board member as an individual, it shall be referred to the district administrator for study and recommendation.

Initial Adoption: 6/9/08

Final Adoption: 7/14/08

**GUIDELINES FOR ADULTS RIDING SPECTATOR BUS TO AWAY CONTEST**

**KMB**

The following guidelines have been set up for riding the bus to games and matches. They must be followed as we have students riding the buses.

1. No smoking on the bus.
2. No drinking of alcoholic beverages on the bus or at the site of the games.
3. Ride the bus both ways on the trip.
4. The charge will be double the charge for students.
5. If adults request a special spectator bus when no student bus is available, the entire cost of sending the bus will be paid for by the adults riding that bus. The Board of Education grants prior approval for any special buses going to events in which Neillsville students are participating.

Initial Adoption: 6/9/08

Final Adoption: 7/14/08

**OUT OF STATE TRAVEL**

**KME**

All out of state travel must have prior Board of Education approval.

Initial Adoption: 6/9/08

Final Adoption: 7/14/08