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SCHOOL-COMMUNITY RELATIONS GOALS

The River Ridge School Board of Education believes that the public schools belong in every sense to the people, reflect the community they serve, and can never be any stronger than the public is willing and able to make them.

All business transactions of the Board and administrative decisions, except those which deal directly with employee or student personnel, shall be considered public in nature.

The Board feels that an informed public will be a supportive public, therefore, the Board will make every attempt to provide a flow of school information to the public through the various public and school media.

LEGAL REF. Chapter 19 Wisconsin Statutes

APPROVED: July 1, 1995

PUBLIC INFORMATION PROGRAM

The Board recognizes the importance of having the informed support of the public. Therefore, public and school media shall be used to channel information about the school district and school activities into homes throughout the district. Specifically, the Board shall:

1. Make notices of Board and school district meetings, the agendas for such meetings, reports of business transacted at such meetings available to the newspapers and radio stations commonly patronized by the school district.
2. Make information concerning the educational activities, students and personnel of the district available to the residents of the school district.
3. Encourage all personnel to make themselves available for group or individual conferences so that the instructional program may be more adequately understood by all interested people in the district.
4. Encourage the use of community resources in order that each learning experience may be more realistic to each child.

CROSS REF.: 821, School District Newsletter
822, Access to Public Records

APPROVED: July 1, 1995

SCHOOL DISTRICT NEWSLETTER

A school district newsletter shall be published and mailed to all residents (boxholders) in the River Ridge School District.

The newsletter shall include, but not necessarily be limited to, the following information

- Board meeting minutes
- District news from the district administrator
- K-12 news from the principal
- Calendar of events
- Official notifications

APPROVED: July 1, 1995

ACCESS TO PUBLIC RECORDS

The Board of Education of the River Ridge School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with state law.

The district administrator shall serve as the legal custodian of all records and property of the school district, except as otherwise provided. 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 shall be 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.

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 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.: Subchapter II of Chapter 19 Wisconsin Statutes
Section 120.12 (28)

CROSS REF.: 822-Rule, Guidelines for Access to Public Records
822-Exhibit (1), Notice to the Public
822-Exhibit (2), Notice to Employees
347, Student Records

APPROVED: July 1, 1995

GUIDELINES FOR ACCESS TO PUBLIC RECORDS

DEFINITIONS

a. "Authority" means anyone having custody of a record:

(1) School board and its officers.

(2) Committees so designated by the school board.

b. "Legal Custodian" means any person or position designated by the school board or otherwise designated by law to carry out responsibilities under the district's policy and the public records law.

c. "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 is being kept by an authority. "Record" includes, but is not limited to handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes) and computer printouts. "Record" 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 is 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.

CUSTODY AND DELIVERY OF OFFICIAL PROPERTY

a. Except as provided for destruction of records in these procedures, each officer and employee of the school 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 lawful possession or control of which he/she may be lawfully entitled as such officers or employees,

b. Upon the expiration of any 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 district clerk. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to the successor upon the latter's receipt.

LEGAL CUSTODIAN

a. On behalf of the school district, the district administrator is designated as legal custodian of records.

b. The legal custodian shall have full legal power to render decisions and to carry out duties of the authorities identified by the Board and the Wisconsin Statutes. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

PUBLIC RECORDS NOTICES

a. The district administrator shall inform any authority identified about the notice requirements of sections 19.33 (4) and 19.34 (1) and (2) of the statutes and shall assist the school district in meeting obligations under those statutes. Approved notices shall accompany these procedures and shall be considered a part of Board policy.

PUBLIC ACCESS TO RECORDS: FEES

a. Except for specific exceptions identified in these procedures, any person has a right to inspect a record and to make or receive a copy of any record as provided in section 19.35(1) of the statutes.

b. Records will be available for inspection and copying during all regular office hours.

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

d. The legal custodian may require supervision of the requestor 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.

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

(1) The per page fee for photocopying shall be determined annually by the district administrator.

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

(3) The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or video tapes shall be charged.

(4) If mailing or shipping is necessary, the actual cost thereof shall also be charged.

(5) There is no charge for locating a record unless the actual cost exceeds \$50.00, in which case, the actual cost shall be determined by the legal custodian and billed to the requestor.

(6) 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 \$5.00.

(7) Elected officials and employees of the school district shall not be required to pay for public records they may reasonably require for the proper performance of their official duties for the school district.

(8) The legal custodian may provide copies of a record without charge, or at a reduced charge, where he/she determines that the waiver or reduction is in the public interest.

ACCESS PROCEDURES

a. A request to inspect or copy a record shall be made to the legal custodian. The request shall be deemed sufficient if it reasonably describes the requested 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 will 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 requests may not be denied unless a fee prepayment is required.

b. Each legal custodian, upon request for a record, shall as soon as practicable and without delay either fill the request or notify the requestor of the authority's denial.

c. A request may be denied as provided in these procedures. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five business days of the oral denial. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court of mandamus under section 19,37(1), or upon application to the Attorney general or a district attorney,

LIMITATIONS ON RIGHT TO ACCESS

a. The following records are exempt from disclosure:

(1) Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law;

a. Student records are exempted as provided by section 118.125 of the statutes.

b. Exemptions as provided by section 19 and 85 of the statutes,

(2) Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure, or if exemption from disclosure is a condition of receiving aids by the state;

(3) 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; and

(4) A record or any portion of a record containing information qualifying as a common law trade secret,

a. If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release.

b. A legal custodian may deny access to a record, in whole or 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 school district's

legal counsel in making such determinations. The legal custodian shall follow these procedures and section 19 and 35 (4) of the statutes when the access to a record in whole or part, is denied.

DESTRUCTION OF RECORDS

a. All school district records shall be kept for the period of time specified in the records retention schedule adopted by the Board and approved by the state public records and forms board. This section does not apply to student records under section 118.125.

b. Any taped recording of a meeting of a governmental body, in section 19.82 (1) and (2) of the statutes, may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

c. Prior to destruction of any records, the historical society shall be notified at least 60 days in advance to determine if historical interest justifies preservation of such records. The historical society may, upon application, waive this notice.

APPROVED: July 1, 1995

NOTICE TO THE PUBLIC

The Board of Education of the River Ridge School District has designated the district administrator as the legal custodian of the public records and property of the River Ridge School District.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the River Ridge School District at the following place and times:

Place: District Office
Patch Grove, Wisconsin

Time: 8:00 - 3:30 p m, Monday - Friday

The River Ridge School District 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 a record, unless a fee is otherwise specifically established by law. A list of such fees is available at the district office of the River Ridge School District, Patch Grove, Wisconsin,

APPROVED: July 1, 1995

NOTICE TO EMPLOYEES

The district administrator has been designated as the legal custodian of records for the River Ridge School District Ridge School District, Patch Grove, Wisconsin,

The legal custodian is vested by the River Ridge School Board of Education with full legal power to render decisions and to carry out duties of the school district 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 River Ridge School District must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

APPROVED: July 1, 1995

COMMUNITY USE OF SCHOOL EQUIPMENT

School district equipment may be made available to district residents for loan or rental. Such use shall be in accordance with established guidelines and must not interfere with the school use of such equipment.

Permission for such use may be granted by the district administrator. Requests for use of major equipment items, however, shall be referred to the Board, at the discretion of the district administrator. The Board reserves the right to deny use of equipment for non-school purposes.

Proper controls shall be established by the district administrator to assure the lender's responsibility for and return of all school-owned equipment and to assure adequate supervision when necessary.

APPROVED: July 1, 1995

REQUEST FOR USE OF SCHOOL OWNED EQUIPMENT/MATERIALS

Name _____ Phone _____

Address _____

Item Description _____

Model/Serial Number _____ Quantity _____

Loan Period _____ From _____ to _____

Special Stipulation(s) or Fee, if any _____
Purpose for Equipment/Material Use Request

Authorizing School Agent

I acknowledge the receipt of the above items in good condition and agree to the following terms:

- 1. Return items at the end of the loan period or upon demand of the River Ridge School District.
- 2. If an item is damaged, destroyed, misused, abused, stolen or lost, regardless of fault, the borrower shall pay for necessary repairs or replacement cost to the River Ridge School District.

Borrower's Signature _____
Date

RETURN RECEIPT

The above item(s) has been returned in a (circle one) satisfactory/unsatisfactory condition.

Description of damage _____

Authorizing School Agent _____ _____
Borrower Date

APPROVED: July 1, 1995

SMOKING/USE OF TOBACCO ON SCHOOL PREMISES

The use of tobacco products shall be prohibited at all times on school premises. School premises include all property owned by, rented by or under the control of the River Ridge School District. An exception shall be allowed for the school district house.

The administrative staff shall inform students, staff and the general public about this policy and shall establish enforcement procedures.

LEGAL REF.: Sections 101.123 Wisconsin Statutes
120.12(20)

APPROVED: July 1, 1995

PUBLIC CONDUCT WHILE ON SCHOOL PREMISES OR AT SCHOOL EVENTS

Parents are the greatest role models for a young person. The River Ridge School District seeks parental assistance to help develop outstanding young men and women who possess the self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents be supportive of the programs and personnel at the River Ridge School District and demonstrate that support by respecting the decisions and efforts of the coaches/advisors who work with the young people of River Ridge. Parental assistance is also requested in enforcing the activities code so that a fair and healthy environment will exist for all students.

At any extra-curricular event either at River Ridge or any other site, those in attendance are expected to display sportsmanlike behavior. An individual or group who willfully interferes with or interrupts the proper order or management of a school-sponsored extra-curricular event (by an act of violence, boisterous conduct, obscene or abusive language, or unsportsmanlike conduct toward coaches, players, or officials, or disobeys board policies or administrative rules) may be warned and/or removed from the event. In addition, the individual or group may be prohibited from further attendance for a period of up to six weeks. Infractions of this policy may include but not be limited to a referral to the local law enforcement agency for a citation. No refunds or admission charges will be paid.

APPROVED: January 8, 2003

PUBLIC GIFTS TO THE SCHOOLS

The Board 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. Equipment and materials purchased for or donated to the public school by agencies or organizations outside of the school must have approval of the Board.

To be accepted, a gift shall:

- have a purpose consistent with those of the school;
- be offered by a donor acceptable to the Board;
- not begin a program which the Board would be unwilling to continue when gift or grant funds are exhausted;
- not bring undesirable or hidden costs to the district;
- place no restrictions on the school program;
- not be inappropriate or harmful to the best education of the students;
- not imply endorsement of any business or product; and
- not be in conflict with any provisions of policy or state or federal law

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 request.

The River Ridge School 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 persons on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to Kay Schmitz, 9104 Abrams Lane, Mt. Hope, WI 53816.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.27

PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Discrimination Complaint Procedures

APPROVED: July 1, 1995

AMMENDED: June 2, 2004

PUBLIC SALES AND SOLICITATIONS

No organization or individual shall use school property and/or school facilities for sales or solicitations without first obtaining administrative approval.

Any citizens' organization wishing to hold a fundraiser that is for the benefit of students must have prior permission from the district administrator, or designee, and shall abide by the guidelines as determined by the district administrator.

LEGAL REF.: Section 118.12 Wisconsin Statutes

CROSS REF. 374, Student Fundraising Activities

APPROVED: July 1, 1995

DISTRIBUTION OF MATERIALS ON SCHOOL PROPERTY

Distribution of flyers or literature on school property without prior permission from the administration is prohibited.

APPROVED: July 1, 1995

DISTRIBUTION OF NON-SCHOOL-RELATED MATERIALS

I. Distribution of Material by Students

This section establishes guidelines for student distribution of non-school materials on the premises of the School District of River Ridge or at events or activities sponsored by the District. The Board of Education has established the guidelines below to ensure that, when students wish to distribute materials on school premises or at school events, the distribution is appropriate in light of the educational mission of the schools and is conducted in a manner that does not disrupt the educational process. The guidelines set forth in this Policy are to be interpreted and applied in accordance with the rights of students under the First Amendment to the United States Constitution and any other applicable legal requirements.

A. Permission Required for Student Distribution of Non-school Material

Students who wish to distribute non-school materials on School District premises must first obtain permission from the Building Principal or his/her designee, in accordance with the guidelines of this Policy.

B. Procedures for Distribution of Non-school Material

1. Students who wish to distribute non-school material must submit a written request and a copy of the material to the Building Principal or designee at least 2 school days prior to the time for distribution. The request must contain

the name and phone number of the student submitting the request, the date(s) and time(s) of the proposed distribution(s) and the location(s) at which the student wishes to distribute the materials. If more than one student wishes to distribute the same material, the students may submit a single request on behalf of all the students wishing to distribute the material.

2. The Building Principal or designee shall review all requests for student distribution of non-school material based upon the principles set forth below. The Building Principal may permit, deny or limit the distribution of non-school material. If the Building Principal or designee denies or limits a student's request to distribute non-school material, the student may appeal the denial or limitation to the District Administrator by filing a written request for review at the District Administrator's office within five (5) school days from the date of the decision. If the District Administrator or designee denies or limits a request to distribute written material, the student may appeal the denial or limitation to the Board of Education by filing a written request for review by the Board of Education at the District Administrator's office within five (5) school days from the date of the decision.

C. Principles Governing Distribution of Non-school Materials

The Building Principal or designee shall deny a request for distribution of the following materials:

- a. Material that contains obscene, profane or pornographic subject matter, determined by reference to the material's intended recipients;
- b. Material that impinges upon the rights of other students or that encourages actions that endanger the health or safety of others;
- c. Material that invades the privacy of others;
- d. Material that incites or encourages illegal behavior;
- e. Material that is primarily devoted to the advertisement of commercial products or services, when such products or services are not offered in connection with fundraising or other activities by a nonprofit organization; and
- f. Material that, if distributed to students, will substantially disrupt or materially interfere with the proper and orderly operation of the school or a school sponsored activity.

D. Time, Place and Manner of Distribution

The Building Principal or designee may establish uniform and reasonable time, place and manner restrictions for the student distribution of non-school material, taking into account the ages of pupils and the physical layout of school premises. Time, place and manner restrictions shall be designed to promote: the orderly distribution of material while preventing disruptions of, or interference with, the school curriculum; the orderly ingress and egress from the school; the safe and efficient movement of persons on school premises; and, the safe and orderly operation of the school. Nothing in this Policy shall be deemed to restrict the Building Principal or designee from establishing reasonable time, place and manner restrictions on a case-by-case basis so long as such restrictions are nondiscriminatory and based upon the considerations noted above.

- E. **Reservation of Authority**
Notwithstanding the standards set forth above, the Board of Education reserves the authority of its Superintendent, Building Principals and designees to prohibit or place restrictions upon student distribution of non-school materials on school premises for other valid legal reasons, including but not limited to pedagogical and educational concerns associated with a proposed distribution of non-school materials.
- F. **Nondiscrimination and Non-endorsement**
In administering this Policy, School District officials, employees and agents shall not discriminate between non-school materials proposed for distribution on the basis that materials contain a viewpoint which represents a favored, or disfavored, viewpoint. Permission to distribute non-school material is not an endorsement of an activity, person, organization or the subject matter of the material by the School District or any of its officials, agents or employees.

II. **Distribution of Materials by Non-Students**

The Board of Education establishes the following rules regarding the distribution of written material by non-students.

- A. **Permission Required for Non-Student Distribution of Material**
Non-students who wish to distribute materials on School District premises must first obtain permission from the Building Principal or his/her designee, in accordance with the guidelines of this Policy.
- B. **Procedures for Distribution of Non-school Material**
 1. Non-students who wish to distribute material must submit a written request and a copy of the material to the Building Principal or designee at least 2 school days prior to the time for distribution. The request must contain the name and phone number of the person submitting the request, the date(s) and time(s) of the proposed distribution(s) and the location(s) at which the person wishes to distribute the materials. If more than one person wishes to distribute the same material, they may submit a single request on behalf of all persons wishing to distribute the material. If the material is to be distributed on behalf of an entity or organization, the entity or organization must be identified in the request.
 2. The Building Principal or designee shall review all requests for non-student distribution of material based upon the guidelines set forth below. The Building Principal may permit, deny or limit the distribution of material. If the Building Principal or designee denies or limits a person's request to distribute non-school material, the person may appeal the denial or limitation to the District Administrator by filing a written request for review at the District Administrator's office within five (5) school days from the date of the decision. If the District Administrator or designee denies or limits a request to distribute written material, the person may appeal the denial or limitation to the Board of Education by filing a written request for review by the Board of

Education at the District Administrator's office within five (5) school days from the date of the decision.

C. Guidelines Governing Distribution or Posting of Materials

The Building Principal or designee shall deny a request for distribution of the following materials:

1. Material that contains obscene, profane or pornographic subject matter, determined by reference to the material's intended recipients;
2. Material that impinges upon the rights of other students or that encourages actions that endanger the health or safety of others;
3. Material that invades the privacy of others;
4. Material that incites or encourages illegal behavior;
5. Material that is primarily devoted to the advertisement of commercial products or services, when such products or services are not offered in connection with fundraising or other activities by a nonprofit organization; and
6. Material that, if distributed to students, will substantially disrupt or materially interfere with the proper and orderly operation of the school or a school sponsored activity.

D. Time, Place and Manner of Distribution

The Building Principal or designee may establish uniform and reasonable time, place and manner restrictions for the distribution of material, taking into account the ages of pupils and the physical layout of school premises. Time, place and manner restrictions shall be designed to promote: the orderly distribution of material while preventing disruptions of, or interference with, the school curriculum; the orderly ingress and egress from the school; the safe and efficient movement of persons on school premises; and, the safe and orderly operation of the school. Nothing in this Policy shall be deemed to restrict the Building Principal or designee from establishing reasonable time, place and manner restrictions on a case-by-case basis so long as such restrictions are nondiscriminatory and based upon the considerations noted above.

E. Posting of Material

The Building Principal or his/her designee ("Building Principal") who oversees a facility or school activity shall determine whether to designate areas for the posting of materials by non-students and, if so, the time, place and manner of such posting. Restrictions as to the time, place and manner of posting shall be based upon the considerations noted above for distribution of material.

F. Reservation of Authority

Notwithstanding the standards set forth above, the Board of Education reserves the authority of its Superintendent, Building Principals and designees to prohibit or place restrictions upon distribution or posting of materials on school premises or at school-sponsored events or activities for other valid legal reasons, including but not limited to pedagogical and educational concerns associated with a proposed distribution of material.

F. Nondiscrimination and Non-endorsement

In administering this Policy, School District officials, employees and agents shall not discriminate between materials proposed for distribution or posting on the basis that materials contain a viewpoint which represents a favored, or disfavored, viewpoint. Permission to distribute material is not an endorsement of an activity, person, organization or the subject matter of the material by the School District or any of its officials, agents or employees.

G. Inapplicability

1. This policy does not govern the distribution or posting of materials regarding school-sponsored activities.
2. This policy does not govern the distribution or posting of school-related materials in classrooms or other work areas by staff members.

Approved: January 11, 2017

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VISITORS TO THE SCHOOLS DURING THE SCHOOL DAY

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day. Other exceptions may also be authorized by the District Administrator.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the River Ridge School District, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the District Administrator or any building principal or his/her designee has the discretionary authority to exclude from the school premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

Board Member Visits

Board members are encouraged to visit the schools. Individual Board members are required to arrange visits to the schools in advance by contacting the District Administrator or the building principal, except in situations where (1) the Board has specifically approved or directed the visit; or (2) the Board member is visiting a school in his/her capacity as a parent of a student in the school, in which case the request will be treated in the same manner as other parent requests. Visits by Board members shall be regarded as informal expressions of interest in the schools visited and not as inspections or visits for supervisory purposes. If an individual Board member and the administration are unable to address a request for a school visit to their mutual satisfaction, the individual Board member may ask the Board to evaluate his/her request.

Legal References:

Wisconsin Statutes

Section 118.07(4) [school safety plans]

Section 120.12(1) [school board duty; care, control and management of school district property]

Section 120.13(35) [school board power; authority to set rules governing individuals' presence in school buildings]

Section 120.44(2) [school board powers and duties; unified school districts – *include this reference only if classified as a unified school district*]

Section 121.02(1)(i) [school district standard; provide safe and healthful facilities]

Section 301.475 [sex offender's presence on school premises; school administrator notification required]

Cross References:

APPROVED: July 9, 2014

860-Rule

VISITORS TO THE SCHOOLS PROCEDURES

A. General Requirements for Visitors to School during the School Day

1. Persons wishing to visit the schools are strongly encouraged to make advance arrangements for their proposed visit with the appropriate teacher and/or building principal so that the request can be sufficiently evaluated and so that arrangements to facilitate an approved visit can be made.

2. All visitors shall report to the school office when either arriving or leaving the school during the school day. Notices shall be displayed prominently in each building indicating that all visitors are required to register with the school office and to obtain authorization from the building principal or his/her designee to remain in the school. All approved visitors shall be given a visitor's pass and will be expected to have it prominently displayed while in the school or on school premises. The standard procedures for visitor reporting and/or registration during the school day may be modified or suspended in the following circumstances:
 - (a) In connection with a school performance, assembly, or similar event that is open to members of the public where signage or other communications from the school indicate that the building principal has permitted an exception for the event. Visitors attending an exempted event shall confine their visit to times and locations within the building that are appropriate for the event.
 - (b) Except as otherwise directed by the building principal, the parent, guardian, or other responsible adult who is bringing a student to school in 4K through grade 4 may accompany his/her child to the student's locker area or classroom entryway prior to the scheduled start of the instructional day for students, provided that the accompanying adult immediately leaves the building prior to the scheduled start of school.
3. Visits may be prohibited at certain times such as the first and last weeks of school, immediately before or after vacations or other breaks, and while standardized testing or other student assessments are being conducted.
4. When determining whether a visitor's self-initiated request to visit a school or a class is excessive, intrusive, or otherwise disruptive to school operations, the building principal may consider the number of visits that have been made by any single person, the total number of visitors who may be present at any one time, and the aggregate number of visits occurring in close proximity (e.g., during the same week).
5. If conflicts occur because of the number of visitor requests or other circumstances, parents and guardians of currently enrolled students will generally be given preference.
6. All school visitors must comply at all times with School Board policies and school rules.
7. Any visitor with a disability, or a person assisting a visitor with a disability, who may need the District to provide an accommodation in connection with a visit to a school should address his/her situation in advance with the building principal.

B. Special Requirements Related to Registered Sex Offenders Visiting the Schools

1. State law specifically prohibits any registered sex offender from being on any school premises associated with a public school unless they have notified the District Administrator or the building principal of the specific date, time, and place of the visit and of their status as a registered sex offender. It is the sex offender's responsibility to provide this required notification every time they are planning to come on school premises, except under the circumstances described in paragraphs (1)(a) through (d)

below. "School premises" include any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration. Once this school notification has been made, the District Administrator or the building principal may take such additional precautions as may be necessary to help ensure the safety of students, staff and others that may be present on school premises at the time of the visit.

- a. A registered sex offender who is the parent of a child enrolled at the school is not subject to the above special school notification requirement if the person notifies the District Administrator or the building principal 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. 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.
 - b. A registered sex offender who is a student enrolled at the school is not subject to the above special school notification requirement if the department, agency or 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.
 - c. A registered sex offender who is on the school premises to vote is not subject to the above special school notification requirement if an election is being held that day and the person's polling place is on the school premises.
 - d. A registered sex offender who is on the school premises to attend an event or activity that is not sponsored by the school is not subject to the above special school notification requirement.
2. In addition to providing the special school notifications outlined above, registered sex offenders visiting the schools must abide by the other requirements outlined in Board policy and this rule, as applicable, similar to other visitors to the schools during the school day. Further, an individual's status as a registered sex offender may preclude the person from being granted permission to be present on school premises (e.g., as a school volunteer).

C. Visitors to Classrooms or Other Instructional Areas

1. Access to particular classrooms or other instructional areas of the school may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the building principal.
2. Visitors in areas where students are present shall not take any pictures or make or transmit any recording unless the visitor has received advance permission from the teacher or building principal.

3. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions, which may vary by the classification of the visitor (e.g., parent, non-parent, etc.), may be imposed upon visitors, including but not limited to:
 - (a) remaining in a designated place or seat.
 - (b) refraining from speaking to students while the class or activity is in session.
 - (c) refraining from entering or leaving the area while an activity is underway.
 - (d) requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - (e) requiring that the visitor be chaperoned.
 - (f) limiting the duration of the visit to particular times or length of time.
 - (g) limiting the activities of the visitor to a particular purpose(s).
 - (h) designating particular routes of travel in the building or upon the school grounds.
4. Visitors wishing to conference with teachers or administrators during the course of the school day are encouraged to make arrangements as far in advance as practical. As the period of time between the request and the proposed conference or other meeting gets shorter, it becomes increasingly less likely that staff members will be able to accommodate the request.

D. Student Visitors

All requirements for visitors apply to students who are not enrolled in the River Ridge School District or attending individual courses in schools in the District, with additional considerations to be applied at the discretion of the building principal. Under most circumstances, student visitors are discouraged.

APPROVED: July 9, 2014

PUBLIC COMPLAINTS

Student and/or parent complaints shall be placed in writing and directed to the student's teacher, the principal, the district administrator and the Board, in that order. If a satisfactory resolution of the problem is not obtained at a lower level, the next level may be pursued. When necessary, the Board will study the problem and make a final decision.

All other complaints and criticism shall be directed to the district administrator or principal for complete investigation. When complaints cannot be properly resolved at this level, a written, signed complaint shall be presented to the district administrator. The district administrator shall present such complaints to the Board.

This shall not be construed to eliminate anyone's right to speak at an open meeting of the Board, in which case the Board shall refer complaints to the district administrator.

APPROVED: July 1, 1995

871

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

The River Ridge School District recognizes that differences of opinion exist in a democracy, therefore, realizes that the suitability of particular instructional materials used in the schools may be questioned from time to time.

When citizens have concerns about particular instructional materials, these concerns should be presented to the district administrator, or designee, 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 River Ridge School District shall not discriminate in the selection and evaluation of instructional and library materials on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02 (1) (h)
PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Discrimination Complaint Procedures

APPROVED: July 1, 1995
AMMENDED: June 2, 2004

871-Exhibit

CHALLENGED MATERIALS FORM

Name _____ Telephone _____

Address _____

Date _____

Challenged Material _____

Have you read the entire piece? _____

If not, what parts have you read? _____

Reasons for challenge _____

Challenger

Date

Administrator

Date

APPROVED: July 1, 1995

COMPLAINT PROCEDURE

Whenever any student, parent, citizen or staff member has a complaint or concern for which he or she seeks remedial action, he/she shall proceed in the manner hereafter set forth. This policy is intended to cover complaints or concerns to which no other complaint procedure applies. Complaints regarding selection of instructional materials will be handled in accordance with

procedures found in policy 871. Complaints regarding grades or student records will be handled in accordance with federal law. Grievances will be handled in accordance with established collective bargaining agreements or grievance procedures described in employee handbooks. Complaints regarding discrimination, harassment, bullying or sexual harassment will be handled in accordance with policies governing those concerns.

The purpose of this procedure is to resolve complaints quickly, fairly and at the earliest level possible. For that reason, both complainants and persons against whom complaints are filed are expected to fully state their complaints or concerns or their responses to complaints or concerns from the outset. Failure to do so will result in the opportunity to present such information being lost.

Step 1 An honest attempt is to be made to work out differences between the complainant and the person complained against. If a satisfactory resolution of the complaint is not reached, the complainant may proceed to Step 2. If the complaint or concern is not directed against a specific person (e.g. a complaint involves a practice, policy or procedure that is not individual to one person), the complainant shall begin at Step 2. Complaints or concerns must generally be brought to the affected staff member or filed at Step 2 within twenty (20) business days of the date the reason for the complaint arose.

Step 2 The complaint referred to in Paragraph (1) above, shall be reduced to writing on a form provided by the District and shall describe the complaint with particulars as follows. Failure to include the required information or providing insufficient information may result in a refusal to process the complaint or in the complaint being returned to the complainant for additional information.

1. The specific facts of the matter allegedly requiring remedial action.
2. The respect in which it is alleged the complainant has been adversely affected.
3. The reason why the complaining party feels he/she is entitled to the relief sought.
4. The relief desired by the complaining party.
5. Whether or not, in the opinion of complaining party, other persons are similarly affected adversely and if so, what group or groups of complaining parties are affected.

Step 3 One copy of the complaint shall be delivered to the building administrator. Upon receipt of a complaint, the building administrator shall promptly (within 3 business days) provide a copy to any other party involved in the complaint. The building administrator shall arrange for a meeting with the complainant and shall discuss the complaint fully with him or her. If the complaint involves an employee, the building administrator shall summon the employee to the meeting if, in his/her judgment, the matter warrants it.

Step 4 After the receipt of the complaint by the building administrator, he/she will meet with the involved parties within ten (10) business days of the date of the filing of the complaint. Within ten (10) business days after the meeting, the building administrator shall set forth in writing his/her comments/findings/decision relative to the said complaint, and shall forward copies of his/her comments to the parties.

Step 5 The complainant shall have the right to file a written appeal with the District Administrator within three (3) business days after receipt of the principal's decision. An appeal is not a new complaint and the complaint cannot be modified or amended at the time of the appeal. The appeal shall provide an explanation as to why the complainant disagrees with or objects to the decision of the building administrator. A copy of the appeal will be provided to the other parties within two (2) business days of receipt of the written appeal.

Step 6 Upon receipt of the appeal, the District Administrator shall review the complaint, any supporting documentation and the building administrator's response within ten (10) business days of the date the written appeal is filed. The District Administrator may, in his or her discretion, invite the parties and/or the building principal to meet with him or her prior to responding to the appeal or may respond to the appeal based solely on the written record provided. After reviewing the materials provided and meeting with the parties if it is determined that such a meeting will occur, the District Administrator shall make a decision on the appeal within ten (10) business days of receipt of the appeal request or within ten (10) business days of the date of the meeting, whichever is later. Copies of his/her decision shall be given to all parties who have appeared in the proceedings.

Step 7 Any party who has participated in the proceedings and who is dissatisfied with the decision of the District Administrator shall have the right to appeal the decision to the Board provided such appeal is filed in writing with the clerk of the board and the District Administrator no later than five (5) days from the date of receipt of the decision of the District Administrator. The appeal shall provide an explanation as to why the complainant disagrees with or objects to the decision of the District Administrator. A copy of the appeal will be provided to the other parties within five (5) business days of receipt of the written appeal.

Step 8 The Board shall review the complaint and the record of its processing within thirty (30) days of the receipt of the appeal and issue a written decision within ten (10) days thereafter. The Board may confer with the District Administrator but will not hold any hearing or accept any additional information or evidence on the complaint and shall base its decision exclusively on the record of the complaint. The Board may, in its exclusive discretion, permit additional written arguments to be filed by or on behalf of any party. If written arguments are permitted, the appeal timeline for review of the record shall be extended from thirty (30) to ninety (90) days. The decision of the board is final and the matter will be considered closed after the decision is made.

APPROVED: February 8, 2012

If you have additional material that you believe is relevant to this complaint, please attach it or submit it with the complaint.

The foregoing information is true to the best of my knowledge and belief. I/We have read the attached policy and understand it.

Please Print your Name(s): _____

Address: _____

Best time to contact you: _____

Phone: _____

Signature: _____

Signature: _____

Please send or deliver your form to the building principal of the building in which the matter you have described arose. You will be contacted by the principal within five working days of the receipt of this complaint.

For Office Use Only

Date complaint received by Principal _____

Date of Principal's Response to Complaint _____

Issue Resolved? Yes/No (Attach copy of written response)

If issue not resolved, date appeal received by District Administrator _____

Date of District Administrator's Response to Complaint _____

Issue resolved? Yes/No (Attach copy of written response)

If issue not resolved, date appeal received by School Board _____

Date Resolved _____ (Attach copy of written response)

Approved: February 8, 2012

RELATIONS WITH BOOSTER CLUBS

The Board recognizes the importance of student extracurricular activity programs and their role in the educational process. The Board further recognizes the concern of the community for these programs and acknowledges the formation of booster clubs to support such programs.

School activity booster clubs shall operate within the policies of the Board.

CROSS REF.: 840, Public Gifts to the Schools
850, Public Sales or Solicitations

APPROVED: July 1, 1995

881.3

SUNDAY/ WEDNESDAY NIGHT ACTIVITIES FOR PUBLIC SCHOOL STUDENTS

A. Sunday Activities

1. The Board of Education recognizes Sunday morning as church/family time. No academic or co-curricular practices will be permitted on Sundays with the exceptions of the following:
 - a. No academic or co-curricular practices/events will be permitted on Sundays or holidays prior to 1:00 p.m. Prior written approval must be obtained by the Superintendent or his/her designee for any practices/events to be held on Sundays after 1:00 p.m. The number of practices should not exceed four per season unless approved in advance by the Superintendent.
 - b. Any student requesting to be excused for family, religious, or community organizational activities will be released without pressure or penalty.

B. Wednesday Night Activities

1. During the school term, student activities will not be scheduled on Wednesday after 6:30 p.m. for students in grades 9-12.

APPROVED: August 18, 2010

882

RELATIONS WITH HEALTH AUTHORITIES

The Board encourages school district staff to work with county and state health departments to:

- a. Maintain a safe and healthful school environment;

- b. Promote the good health of students and their families:
- c. Educate students in preventive medicine and good health practices; and
- d. Help students develop a sense of responsibility for personal and community health.

LEGAL REF.: Sections 140.05 (16) Wisconsin Statutes
143.02
143.03
143.12

CROSS REF.: 453, Emergency Nursing Services
453.1, Student Physical Examinations
453.2, Communicable Diseases
453.3, Student Immunizations

APPROVED: July 1, 1995

883

RELATIONS WITH POLICE AUTHORITIES

A cooperative effort shall be maintained between the officials of the River Ridge School District and local law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and or the individual be clearly understood and protected.

APPROVED: July 1, 1995

891.21

ADMISSION OF NONPUBLIC AND HOME-BASED PRIVATE EDUCATION STUDENTS TO ATHLETIC PARTICIPATION

Students who attend nonpublic schools in the River Ridge Public School District and are residents of the school district may participate in selective sports activities within the district. Sports activities participation is limited to those sports not currently available to students in nonpublic schools. Enrollment will be determined according to space availability for each sport.

LEGAL REF: Section 118.165 Wisconsin Statutes

ADOPTED: November 20, 2009

GUIDELINE FOR ADMISSION OF NONPUBLIC AND HOME-BASED PRIVATE
EDUCATION STUDENTS TO ATHLETIC PARTICIPATION

- A. A parent(s)/guardians(s) of the child must make a formal written request to the athletic director/principal for both schools, in the case of nonpublic school participation.
- B. Students who participate in this program must meet and maintain eligibility requirements as set by the public schools.
- C. Fee payment for participating in the sport activity along with user and/or equipment fees as set for all participants will be required prior to participation.
- D. Students must meet all WIAA requirements including physical examinations.
- E. Students must be enrolled in the equivalent grade level or be of the same age as those students participating from the public school.
- F. Students will be governed by the athletic/academic rules adopted by the school.
- G. Transportation to and from practice shall be the responsibility of a parent(s)/guardians(s).
- H. Procedures for participation include:
 - 1) Written request submitted to athletic director/principal by parent(s)/guardian(s);
 - 2) Review of academic and other eligibility requirements;
 - 3) A written response from the River Ridge School Board either granting or denying the request will be sent to the student and his/her parent who requested participation within six days after receipt of request. If the request is approved, the Superintendent will advise the parent(s)/guardian(s) and student in writing of the responsibilities such as payment of fees, practice time and location and their responsibility in getting the child to and from practice.
 - 4) The Superintendent will inform the nonpublic school principal of student's participation by sending a copy of the notice sent to the parent(s)/guardian(s) and student.

LEGAL REF.: Section 118.165 Wisconsin Statutes

ADOPTED: November 20, 2009