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SCHOOL-COMMUNITY RELATIONS GOALS 810

The Fall Creek 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.

APPROVED: April 6, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

PUBLIC INFORMATION PROGRAM 820

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 residents of the school district.
2. Make information concerning the educational activities, students and personnel of the district available to the newspapers and radio stations commonly patronized by residents of the school district.
3. Encourage all personnel to make themselves available for group or individual conferences so that all interested people in the district may more adequately understand the instructional program.
4. Solicit the advice and counsel of citizens in planning and operating the school district.
5. Encourage the use of community resources in order that each learning experience may be more realistic to each child.

CROSS REF.: 821, News Media Relations
822, Access to Public Records

APPROVED: April 6, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

NEWS MEDIA RELATIONS 821

The Board recognized that freedom of the press rests on the public’s right to know about its institutions, including school systems. Unless prohibited or governed by local, state or federal regulations, the Board encourages the news media to gather and release information about the schools and encourages district personnel to avail themselves of services extended by the news media.

Suggestions and advice from representatives of the media as to how best to facilitate the flow of information to them by the Board and personnel of the school system will be welcomed.

News media upon request shall receive notification of all Board meetings. Information used within regular or special Board meetings shall also be available to the news media upon request.

All press releases pertaining to particular grade levels or programs shall be cleared through the school principal. Press releases pertaining to the district as a whole shall be cleared through the district administrator.

LEGAL REF.: Sections 19.81 Wisconsin Statutes
 19.90

APPROVED: April 6, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

ACCESS TO PUBLIC RECORDS

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

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 Fall Creek:

District Administrator
High School Principal
Middle School Principal
Elementary School Principal
Head of Maintenance
Head of Transportation

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: Wisconsin Act 47 2003
 s. 19.34 Procedural Information

CROSS REF: 822 Exhibits 1
 822 Exhibits 2
 822-Rule Guidelines for

APPROVED: April 16, 1992

REVISED: May 18, 2004

REVIEWED: September 14, 2021

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 or printed pages, maps, charts, photographs, films, recordings, tapes and computer print outs. “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 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 following position is designated as legal custodian of records: district administrator. The building principals are designated as legal custodians of student records.
- b. The legal custodians 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, Monday - Friday.
- c. A requestor may 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 location records as follows:
 - (1) The fee for photocopying shall be 10 cents per page.
 - (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 videotapes 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 of 50% of the estimated cost adequate to assure payment, if such estimate exceeds \$5.00, prior to searching for requested documents.
- (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 19.85 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.
- b. 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.
 - c. 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 19.35 (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 a period of no less than seven years, unless a shorter period is fixed by the public records and forms board and except as provided in (b) below. 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: April 6, 1992
 REVIEWED: September 14, 2021

NOTICE TO THE PUBLIC

The School District of Fall Creek has designated the district administrator as the legal custodian of the public records and property 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 Fall Creek at the following place and times:

Administration Office
336 E. Hoover Avenue
Fall Creek, WI 54742

Between 8:00am – 4:00pm

Monday through Friday (excluding holidays)

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

District Administrator
High School Principal
Middle School Principal
Elementary School Principal
Head of Maintenance
Head of Transportation

The School District of Fall Creek 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.

LEGAL REF: Wisconsin Act 47, 2003
 s. 19.34 Procedural Information

CROSS REF: Access to Public Records Policy 822

APPROVED: April 6, 1992
REVISED: May 18, 2004
REVIEWED: September 14, 2021

NOTICE TO EMPLOYEES

The district administrator has been designated as the legal custodian of records for the School District of Fall Creek, Fall Creek, Wisconsin. The building principals have been designated legal custodians for student records.

The legal custodians are vested by the Fall Creek 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(s). The legal custodian(s) will determine whether a record of the School District of Fall Creek must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

APPROVED: April 6, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

USE OF SCHOOL FACILITIES 830

The Board of Education of the School District of Fall Creek recognizes its responsibility for the use of school district facilities and expects and encourages the use of its buildings and grounds by citizens who reside within the boundaries of the district or those that currently have a student(s) attending the Fall Creek School District.

Permission to use school district facilities must be granted by the Board or its designee.

LEGAL REF.: Section 120.10 (9) – (10) Wisconsin Statutes
120.13 (17), (19) and (21)

CROSS REF.: 830-Rule, Use of Facilities Guidelines
830-Exhibit, Use of Facilities Fee Schedule
831, Smoking on School Premises
524-Rule, Designated Smoking Areas

APPROVED: September 19, 1994

REVIEWED: June 10, 2013

REVISED: November 18, 2019

REVIEWED: September 14, 2021

USE OF SCHOOL FACILITIES REGULATIONS 830-RULE

In permitting the use of school district facilities the Board and/or its designee will use the following guidelines:

A. Request for Use

A written request for the use of school district facilities must be made to the Board or its designee. Permission for such use will be based on the following:

1. The request is in compliance with state statutes.
2. There is no conflict between the use of the facility and a scheduled school event.
3. The facility is appropriate for the use it is being requested for.
4. The person making the request resides within the boundaries of the school district or currently has a student attending the Fall Creek School District.
5. Local organizations wishing to use the facilities on a regular basis will present a request to the Board or designee.

B. Supervision of Facilities

In every case where school district facilities are used, there must be careful supervision either by a designated school employee, or by a parent or other approved adult (18 years old or older) who assumes responsibility for the safeguarding of school property.

The building principal and/or his/her designee shall be responsible for making all arrangements to insure adequate supervision and proper usage of school facilities in accordance with Board policy. He/she shall inspect facilities after each use, and report to the district administrator any damage or misuse. He/she shall make sure the facility is clean and ready for school next day.

Any expenses to the school district as a result of damages or losses during such use, will be billed to the organization requesting the use of the facility.

Failure to properly supervise and protect school property may result in denial of future use.

C. Fees for Use of Facilities

The building principal shall be responsible for assessing and collecting any fees that are required according to Board policy. These fees are to be deposited in the district general fund, and under no circumstances are they to be paid directly to any other employee.

Any part of all fees may be waived for organizations raising money that will be used directly for students attending school in the School District of Fall Creek.

Current Language: Any part of all fees may be waived for a fundraising event if it is for a charitable non-profit purpose.

Language in 830 – Exhibit The Board may waive all fees if fundraising is of a charitable non-profit nature.

APPROVED: September 19, 1994

REVIEWED: June 10, 2013

REVISED: November 18, 2019

REVIEWED: September 14, 2021

USE OF FACILITIES FEE SCHEDULE 830-EXHIBIT

- A. Monday through Friday – 6:00 a.m. to 11:00 p.m.
1. No fees will be charged providing:
 - a. The event is a student or local citizen-centered activity and locally sponsored.
 - b. No entry or participation fee is charged.
 - c. There are no financial profits for the organization or individual.
 - d. Acceptable adult/parent supervision is provided.
 - e. No extra cost is incurred by the district as a result of use.
 2. A fee of 20% of the entry fees or gate receipts, or an amount predetermined by the Board will be charged when:
 - a. An entry or participation fee is required.
 - b. Spectator tickets are sold.
 - c. Moneymaking or fundraising is involved.

The Board may waive all fees if fundraising is of a charitable non-profit nature.

B. Saturday, Sunday, Holidays or times when school employees are not on duty.

In order to recover any costs incurred by the school district as a result of the use of the facilities, fees for use of specific facilities will be charged depending on the area used, the length of time in use and amount of clean-up and supervision that is provided by the district. An opening and closing fee will also be charged. The following fee schedule will be utilized:

- | | | |
|----|---|----------------------------------|
| 1. | Opening and closing on non-school days | Current contract wages per hours |
| 2. | Use of kitchen and related equipment (when kitchen equipment is used, a school cook is required to be present): | |
| | Flat Fee | \$50.00 per use |
| | Services of cook | Current contract wages per hour |
| 3. | Use of gymnasium (and showers?) | \$50.00 per use |
| 4. | Use of Classroom | \$25.00 per use |
| 5. | Use of Auditorium | \$35.00 per use |
| 6. | Clean up and supervision by custodian/school employee | Current contract wages per hour |

APPROVED: September 19, 1994

REVIEWED: June 10, 2013

REVISED: November 18, 2019

REVIEWED: September 14, 2021

SCHOOL DISTRICT OF FALL CREEK
AFTERHOURS ACCESS TO SCHOOL FACILITIES
REQUEST

Person Requesting Afterhours Access (must be over 18 years old, a district resident and graduated from High School):

Address: _____

E-mail: _____

Telephone: (H) _____ (Cell) _____ (W) _____

****A Facility Use Form MUST be attached to this form.**

Responsibilities:

The following items will be the responsibility of the above person requesting afterhours access to the Fall Creek School District Facilities:

- Responsible for returning the Fall Creek School District Facilities to the way it was found.
- Responsible for the safeguarding of school property by making all arrangements to insure adequate supervision and proper usage of school facilities in accordance with Board policy. He/she shall inspect facilities after each use, and report to the district administrator any damage or misuse. He/she shall make sure the facility is clean and ready for school next day.
- Failure to properly supervise and protect school property may result in denial of future use.
- Responsible for any damage to school district property and any stolen/missing items.
- You are responsible for everyone that is in the building at the time you open and close.

Rules:

The following rules must be followed:

- Only the approved activity attached to this sheet is allowed.
- You are not authorized to admit others not involved with the activity for facility use. (ie. Because you are able to open the school, you cannot allow another person or group to also use the school while you are here.
- Return items to their original location, (ie Turn lights off, tables, chairs, basketballs, basketball hoops, risers, spotlights returned to original location.)
- Do not prop doors open at anytime.
- You are the last to leave and inspect facilities.
- You are to arm the alarm system when you leave if appropriate.
- If you are hosting a tournament/large event, you must complete a Tournament/Event Check List and slide it under the District Office Door at the end of the tournament/event day.
- You are only allowed in the area that is requested. (ie. Do not allow people to access student lockers, rooms, etc.)

Fees:

- There is a \$25 deposit at the time a FOB is issued. If the FOB is returned in good condition to the District Office no more than three business days after the approved event, the deposit will be refunded. If the FOB is not returned within those three days the \$25 deposit is non refundable.
- If the Facility is not returned to its original state, you will be charged for any costs associated with returning it to its original state. (ie. Custodial overtime wages if facility needs additional clean up or repair, the cost of replacement of anything that is lost or damaged.)
- If the Alarm System or fire alarm is set off you may be responsible for the costs associated with a false alarm happening.

Failure to follow the above responsibilities, rules, or pay the above fees will result in a minimum of being denied future requests for use of facilities.

I am requesting the use of the Fall Creek School District Facilities after the normal facility availability. I have read, understand and accept all responsibilities and rules for Afterhours Access to Fall Creek School Facilities. I hereby agree to abide by all federal, state laws and district policies in the utilization of these areas. Further, I understand the absolute and strict prohibition of all tobacco or alcohol products on any school properties at anytime. I have read and understand board policy 830 and 830 - rules.

Signature

Date

* This portion to be completed by Administrator

Approved _____

Not Approved _____

Signature of Administrator

Date

BOARD APPROVED: April 18, 2011

REVIEWED: June 10, 2013
REVIEWED: September 14, 2021

Afterhours Tournament/Event Duties

- All trash containers:
 - Trash containers are in the mid-school gym closet and HS receiving room. Check them periodically. More bags are in the closet.
 - Dumpsters are at the southwest corner of the building and by the janitor's closet on the north side of the high school.
 - Empty trash containers, including concessions area and put in dumpsters
 - Place new bags in the trash containers and return to original location at the end of the event.
- Spot damp mop, dust floors (ongoing):
 - Have damp mop and bucket ready at concession area.
 - Mops and buckets are in the mid-school gym closet (you will also find the dry mops here), janitor's closet on the north side of the high school, and the mid school janitor's closet by the mid-school restrooms.
 - Dust courts every two games and dust as time allows (end of quarter, half-time, between games)
 - Empty mop bucket, rinse bucket and mop out and return to their original locations.
 - Dispose of all dust mop garbage and return dust mop and dust pan to their original location.
- Take out cardboard:
 - The dumpsters are located outside the in the High School receiving area.
 - The dumpsters are labeled appropriately.
 - Do not recycle greasy pizza boxes.
- Check restrooms throughout the event:
 - Pick up
 - Check toilet paper and paper towels, refill if needed
 - Flush toilets if necessary
- Monitor halls:
 - No running, no games, no bouncing balls, etc
- Shovel or sweep entrances as needed
- Help put away chairs, tables, bleachers and other equipment in the gyms.
- Carts for moving items for the concession area are in the janitor's area in the southwest corner of the building. Return these items to their original location.
- Wipe cafeteria tables and benches. Clean anything that needs it.
- General End of Event Clean Up:
 - Dust mop halls
 - Check restrooms (pick up and refill as needed)
 - Remove black marks in the halls with dry mop
 - Collect any items left behind and take with you
- Lock and check every door that the public has access to
- Make sure everyone is out of the building

- Turn out all lights
- Final Check
 - All items on this sheet have been completed
 - No damage has been done to the facilities
 - The facilities has been returned to its original condition
- Arm security system

Please list any damage to the facilities: (use the back of this form if more space is needed.)

Please list any injury that occurred on Fall Creek School District Property and what happened. (use the back of this form if more space is needed.)

I am the person that requested the afterhours access and have returned the Fall Creek School District Facilities to the condition that I found it in.

Printed Name: _____

Phone Number(s) you can be reached the next school day: _____

Event: _____

Event Date: _____

Signature: _____ Date: _____

School Use:

I have check the Fall Creek Facility and it has been returned to it's original condition

Name of school employee checking facilities: _____

Signature: _____ Date: _____

BOARD APPROVAL: April 18, 2011 REVIEWED: September 14, 2021

Vehicle Use

Vehicle usage by students, parents, staff and other members of the public is authorized on Fall Creek School District property under the following conditions:

1. All motor vehicles, including snowmobiles, shall be operated solely by individuals who are properly licensed and authorized to operate such vehicles and will be operated in accordance with the prevailing federal, state and municipal laws and ordinances.
2. Operation of such vehicle shall be limited to parking lots, roadways and driveways. With the exception of emergency or maintenance vehicles, no vehicle is authorized to operate on the athletic fields or other areas.
3. ATV's, motorbikes, go-carts, trail bikes and other vehicles not authorized for travel on public highways are prohibited from entering the school property. When the county designates the winter trails to be open, snowmobiles shall be authorized to be driven onto the parking lot from the established snowmobile trail on the south side of the school off of Tyler and S. White Avenues. Snowmobiles are not authorized to operate on the grounds, athletic fields, sidewalks, or any parking lot other than this designated snowmobile parking lots. Snowmobiles must be parked by the Northeast corner of the lot.
4. All vehicles shall be operated in a safe and responsible manner as determined by the administration and all vehicles will be parked only in the designated area.
5. Any violation of this policy by students will result in action up to and including suspension or expulsion from school. At the discretion of the administration repeated and/or flagrant violations by any vehicle operator will be reported to the authorities.
6. Students may not use vehicles during the school day. This includes the lunch period and break period.
7. Students using the snowmobile parking lot are required to sign the snowmobile permission form available in the office.

LEGAL REF.: Section 350.10(11), Wisconsin Statutes

CROSS REF.: 832-Exhibit, Snowmobile Permission Form

APPROVED: April 21, 2008

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

SNOWMOBILE PERMISSION FORM

When the county designates the winter trails to be open, snowmobiles shall be authorized to be driven onto the parking lot from the established snowmobile trail on the Southside of the school Tyler and S. White Avenues. Snowmobiles are not authorized to operate on the grounds, athletic fields, sidewalks, or any parking lot other than the designated snowmobile parking lot.

Students driving to school must register their snowmobile in the office before bringing it to school and the form must be signed by the student and their parent/guardian. If under the age of 16, a copy of the student’s snowmobile safety certificate must be attached.

Student Name: _____

Parent/Guardian Name: _____

Address: _____

Telephone Numbers: _____

Make and Model of snowmobile: _____

Registration Number: _____

I have read the Policy 832 Vehicle Use and the above rule and hereby agree with the established rules:

Student Signature

Date

Parent/Guardian Signature

Date

Adopted:

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

The Board may accept and use any bequest or gift of money or property, which is not in conflict with the state ethics code, 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.

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.

The School District of Fall Creek shall not discriminate in the 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 sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.27
PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Complaint Procedures (Nondiscrimination)

APPROVED: April 6, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

ADVERTISING

The Board of Education recognizes that funds raised from advertising shall provide an alternate stream of revenue for the general district operating budget. The purpose of advertising is to raise revenue; it explicitly does not create a public forum for public expression.

Advertisement is defined as an economic benefit with the specific purpose of promotion that requires selling space or time. The term of advertising does not include student fundraising or outright gifts.

Advertising shall be limited to areas and activities that are primarily public venues; advertising may be allowed on athletic facilities, gymnasiums, event programs, school publications or other venues which are directed to members of the public. Advertising shall not be directed at student learning environments.

The Superintendent, or Central Office designee, shall be responsible for approving advertising; The District shall allow paid advertisements when it meets all of the following criteria:

- Consistent with law and District's mission, values, and goals.
- Suitable for student cognitive, emotional, physical, and social development.
- Not disrupt the school environment or inhibit the operation of any school.
- Not promote tobacco, alcohol, drugs, or weapons.
- Not vulgar, offensive, sexual, or obscene.

Advertising shall be regulated by Administrative Rules to ensure compliance with the above criteria and ultimately to ensure that advertising shall not negatively impact learning environments within the District.

No advertisement shall be construed as an endorsement of the goods or services by the Board or Fall Creek School District. The Board reserves the right to reject any advertisement for any reason.

The Superintendent shall provide an annual review to the Board that assesses the budgetary and educational impact of advertising within the District.

LEGAL REF.: Section 118.12 Wisconsin Statutes

CROSS REF.: 810 School-Community Relations Goals; 840 Public Gifts to the School; 373 Student Fundraising Activities.

Approved: April 6, 1992

Revised: August 19, 2013

REVIEWED: September 14, 2021

The Board and staff of the School District of Fall Creek welcome members of the community and other interested persons to visit the school.

Visitors are asked to report to the school office when entering the building in order to receive authorization to visit elsewhere in the building.

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

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

Parents or citizens with a complaint or concern shall be urged to attempt to resolve the matter by discussing their complaint or concern with the school employee involved. Procedures shall be developed for handling complaints and concerns.

Whenever a complaint or concern is made directly to the Board as a whole or to an individual Board member, it should be referred to the district administrator for study and resolution. In all cases, Board members should refrain from making a conclusive statement to the complainant until the complaint or concern is reported and investigated. The individual employee involved shall be advised by the district administrator of the nature of the complaint or concern and every effort will be made to resolve the issue at that level.

The district administrator shall report to the Board, on the major complaints or concerns received and the action taken.

CROSS REF.: 870-Rule, Public Complaint/Concern Procedures
 871, Handling Complaints about Instructional Materials

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

PUBLIC COMPLAINT/CONCERN PROCEDURES

In the event complaints/concerns are made by parents or citizens to school officials, the following procedures will be observed:

- STEP ONE: A parent or citizen should be directed and encouraged to bring a complaint/concern to the attention of the school district employee(s) most directly involved in the problem. Accurate notes as to the nature of the complaint/concern and agreements or disagreements should be kept.
- STEP TWO: If the complaint/concern is not resolved in STEP ONE, the immediate supervisor will arrange a conference between the parties involved, at which time the complaint/concern is put in writing. Every effort will be made to resolve the issue at this step. If the complaint/concern is not resolved in STEP TWO, the parent or citizen will be advised of the next step to be taken.
- STEP THREE: The complaint/concern then is referred to the district administrator. If the district administrator is unable to resolve the issue to the satisfaction of all the parties, the matter may be taken to the Board. If the complaint is about the district administrator, the complaint goes directly to the School Board President to be presented to the School Board for further review or action.
- APPROVED: May 4, 1992
- REVISED: July 19, 2010
- REVIEWED: June 10, 2013
- REVIEWED: September 14, 2021

HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Materials considered for purchase will take into account the quality of the written, spoken or visual production, the reputation of the publisher, the reputation of the author, and the extent to which they fill the criteria in selecting instructional materials. However, occasional objections to a selection may be made. The principals of the freedom to read and of professional responsibility of the staff must be defended, rather than the materials. The School District of Fall Creek shall not discriminate in selection and evaluation of instructional materials or media on the basis of sex, race, religion, national origin, color ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 121.02 (1) (h)
 PI 9.03 (1), Wisconsin Administrative Code
CROSS REF.: 361, Selection of Instruction Materials
 411-Rule, Complaint Procedures (Nondiscrimination)

APPROVED: May 4, 1992

REVISED: April 21, 2008
REVIEWED: September 14, 2021

PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT
INSTRUCTIONAL MATERIALS

If a complaint about the selection of instructional materials is made, the procedures are as follows:

1. The complainant meets informally with the instructor to discuss the material.
2. The complainant may submit a formal, signed, complaint.
3. The material may be temporarily withdrawn pending a decision of the media committee.
4. The media review committee will consist of: The Librarian, Principal, one representative from the area of challenged material, one School Board Member, and one citizen at large appointed by administration. They will:
 - a. Read and examine the materials referred to the committee.
 - b. Check general acceptance of materials by reading reviews.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not passages pulled out of content.
 - d. Meet to discuss the material and to prepare a report on it.
 - e. File a copy of the report in the school and administrative offices within 15 days after the charge has been filed. Ruling shall be by simple majority.
5. Media Review Committee meetings will be posted.
6. The School Board shall be notified of all decisions reached by the Media Review Committee.

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Author _____ Hardcover _____ Paperback _____

Title _____ Publisher _____

Request initiated by _____

Telephone _____ Address _____

City _____ State and Zip _____

Complainant represents: _____ himself/herself

_____ Organization _____
(Name of Organization)

_____ Other Group _____
(Name of Group)

1. Did you read/listen to/watch the entire material? What Parts? _____

2. To what in the material do you object? (Please be specific: cite page(s) and/or portion(s) thereof.) _____

3. What do you feel might be the result of using this material? _____

4. For what age group would you recommend this material? _____

5. Is there anything good about this material? _____

6. Are you aware of the judgment of this material by critics? _____

7. What do you believe is the theme of this material? _____

8. What action do you want taken on this material? _____

Signature: _____

Date: _____

PUBLIC COMPLAINTS ABOUT IMC MATERIALS

Materials considered for purchase will take into account the quality of the written, spoken or visual production, the reputation of the publisher, the reputation of the author, and the extent to which they fill the criteria in selecting the IMC Materials Selection Policy. However, occasional objections to a selection may be made. The principals of the freedom to read and of professional responsibility of the staff must be defended, rather than the materials. The School District of Fall Creek shall not discriminate in selection and evaluation of instructional materials or media on the basis of sex, race, religion, national origin, color ancestry, creed, pregnancy, martial or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

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

CROSS REF.: 361, Selection of Instruction Materials
411-Rule, Complaint Procedures (Nondiscrimination)

APPROVED: April 21, 2008
REVIEWED: September 14, 2021

PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT IMC MATERIALS

If a complaint about the selection of materials in the IMC is made, the procedures are as follows:

1. The complainant meets informally with the Librarian to discuss the material.
2. The complainant may submit a formal, signed, complaint via prepared questionnaire as prepared by the Wisconsin Library Association..
3. The material may be temporarily withdrawn pending a decision of the media committee.
4. The media review committee will consist of: The Librarian, Principal, one representative from the area of challenged material, one School Board Member, and one citizen at large appointed by administration. They will:
 - a. Read and examine the materials referred to the committee.
 - b. Check general acceptance of materials by reading reviews.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not passages pulled out of content.
 - d. Meet to discuss the material and to prepare a report on it.
 - e. File a copy of the report in the school and administrative offices within 15 days after the charge has been filed. Ruling shall be by simple majority.
5. Media Review Committee meetings will be posted.
6. The School Board shall be notified of all decisions reached by the Media Review Committee.

CITIZEN'S REQUEST FOR RECONSIDERATION OF IMC MATERIALS

Author _____ Hardcover _____ Paperback _____

Title _____ Publisher _____

Request initiated by _____

Telephone _____ Address _____

City _____ State and Zip _____

Complainant represents: _____ himself/herself

_____ Organization _____
(Name of Organization)

_____ Other Group _____
(Name of Group)

1. Did you read/listen to/watch the entire material? What Parts? _____

2. To what in the material do you object? (Please be specific: cite page(s) and/or portion(s) thereof.) _____

3. What do you feel might be the result of using this material? _____

4. For what age group would you recommend this material? _____

5. Is there anything good about this material? _____

6. Are you aware of the judgment of this material by critics? _____

7. What do you believe is the theme of this material? _____

8. What action do you want taken on this material? _____
Put it on the reserve shelf (7th and 8th grade students must have parent permission to check out the material).

_____ Withdraw the material from all students. In it's place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature: _____

Date: _____

RELATIONS WITH PARENT ORGANIZATIONS 881

The Board encourages the formation of parent organizations interested in promoting the improvement of educational activities in the school.

The administration and school employees shall cooperate with such organizations in activities which would benefit the students of the district. Use of school facilities and resources by parent organizations may be permitted in accordance with established procedures.

CROSS REF.: 830, Use of School Facilities
840, Public Gifts to the School

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

ESEA Parent Policy

The School District of Fall Creek defines parent involvement as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including:

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
4. The carrying out of other activities, such as those described in section 1118 of the ESEA.

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools. Title I programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. Title I schools will:

1. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program;
2. Offer a flexible number of meetings;
3. Involve parents, "in an organized, ongoing and timely way," in planning, review, and evaluation of Title I programs;
4. Provide parents with an opportunity to submit dissenting views to the district if a schools' Title I program plan is not acceptable to them.

Initiate and maintain personal communication with parents (letter, phone calls, notes, parent's survey, monthly newsletter, local news paper, etc.). Title I schools will:

1. Provide parents with a description of the curricular and student assessments including proficiency levels students are expected to meet;
2. Provide opportunities for regular meetings, including parent teacher conferences, where parents can provide input regarding any activity that affects the growth and development of the student;

3. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and required school reports in a language parents understand;
4. Implement a school-parent compact that outlines the responsibilities of each party for improved academic achievement.

The Fall Creek School District will coordinate and integrate Title I parent involvement strategies with Head Start and any other state-sponsored early childhood programs.

The Fall Creek School District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities. The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

Parents/guardians of students participating in Title I program services shall be informed annually of this policy and of the opportunities available for the parents/guardians to get involved in their child's educational program and in improving student achievement.

LEGAL REF.:

APPROVED: April 20, 2004

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

RELATIONS WITH CHURCHES 882

Because the Board recognizes local churches as important partners in the development of the district's young people, every effort shall be made to schedule school activities so that they will interfere as little as possible with regularly scheduled church services, church instruction sessions and church youth meetings.

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

RELATIONS WITH LOCAL GOVERNMENTAL AGENCIES 883

Because the obligations of schools and educators extend to virtually all areas of local and county government at some time, the Board shall work to encourage cooperative working relationships between the district and other local and county governmental authorities.

The Board, individual Board members, the administration and all district staff members shall strive to maintain the best possible professional relationships with village, town and county boards, law enforcement agencies, social welfare agencies and others. The Board considers inter-agency cooperation vital to the efficient delivery of governmental services.

CROSS REF.: 884, Relations with Health Authorities

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

The Board encourages school district staff to work with local, county and state health departments to maintain a safe and healthful school environment; to promote the good health of students and their families; to educate students in preventive medicine and good health practices; and to help students develop a sense of responsibility for personal and community health.

Specifically, the Board approved of and encourages the following cooperative health programs:

Health Education – The public health nurse will serve as a resource person, consultant and teacher of certain health topics.

Communicable Disease Control – Health authorities will train district personnel to identify symptoms of communicable disease and coordinate appropriate follow-up procedures. School district personnel shall notify health authorities of any known or suspected communicable diseases in the schools.

Screenings – Health authorities will work with the school district staff to screen student vision and hearing and to test students for scoliosis.

Resource Persons for Teachers – Teachers may consult health authorities about an individual student's health problems or new approaches to education.

Individual Student Consultations – Health officials also may be available to consult with students directly if any student so desires.

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

COOPERATIVE EDUCATION PROGRAMS 891

The Board recognizes that it may be impossible to provide all needed and desirable services to students locally because of prohibitive costs and low enrollment. The Board favors participation in services offered through Cooperative Educational Service Agency #10 (CESA #10) when it is beneficial to the district.

The Board shall annually review services offered through CESA to ensure that all students are properly provided for.

LEGAL REF.: Section 116.02 Wisconsin Statutes

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021

RELATIONS WITH PRIVATE SCHOOL/EDUCATIONAL PROGRAMS 892

The Fall Creek Board of Education shall cooperate in every legal and proper manner with private schools, home-based private educational programs, and parochial schools whenever the welfare of the children would be benefited. The district administrator shall be encouraged to explore areas of mutual benefit with the administrative officers of such schools or programs, and recommend desirable courses of action.

LEGAL REF.: Sections 118.15 Wisconsin Statutes
 118.16
 118.165
 120.13 (26)
 121.51

CROSS REF.: 420, School Admissions
 431, Student Attendance

APPROVED: May 4, 1992

REVIEWED: June 10, 2013

REVIEWED: September 14, 2021