

NORTH CAPE SCHOOL DISTRICT

NEWS MEDIA RELATIONS

It is the intent of the North Cape School District to cooperate with the news media to insure complete and accurate coverage of newsworthy events in the District. It is also the District's intent to safeguard students from unwarranted disruption to the instruction program. Therefore, the following guidelines will apply to members of the news media when on school property, during school hours, or at school-sponsored events:

1. Representatives of the news media will be expected to (a) obtain permission from the District Administrator, or his/her designee, prior to interacting with staff or students on school property during school hours, and (b) abide by the District's visitors to the school policy and rules and other District policies and rules as may be applicable (e.g., locker room privacy policy).
2. The District Administrator will minimize unnecessary interruption of instructional time.
3. The District Administrator will require sufficient detail on the subject in question before granting permission to interview staff and students. In addition, reporters will be expected to limit the scope of the interview to a specific individual and/or specific topic/issue for which the permission was granted. It is the intent that the District Administrator be informed if the subject matter deviates from the identified purpose of the interview.
4. The District Administrator may validly deny, at his/her discretion, media interviews on the grounds that it would disrupt instruction, that students would not be used for public opinion surveys, or that parents would object to such publicity for their child, particularly if the subject is a sensitive one. The District Administrator will obtain permission in advance from a parent/guardian before a student is allowed to be interviewed by the media on school property during school hours.
5. Student and staff interviews conducted during class time will be granted only if they pertain to media coverage of the class in session or if such coverage has otherwise been approved in advance by the District Administrator.
6. Any media interview of a student on school property while under the District's supervision will require that the District Administrator or designee be made aware of said interview. The District will retain the right to have the District Administrator/designee present during the interview if it deems such a presence warranted.
7. News releases of a political or controversial nature, as well as those concerning the overall operation of North Cape School shall be made only by the District Administrator or his/her designee.

Policy 822
Page 2

Spokesperson for the School Board

The Board President shall serve as the spokesperson for the North Cape School Board, except as he/she delegates this responsibility to others. In all circumstances, it is understood that the Board retains full responsibility, and that all statements made on behalf of the Board should conform to established policy positions.

LEGAL REF.: Wisconsin Statutes
Section 120.13(35) [school board power; authority to set rules governing individuals' presence in school buildings]
Section 121.02(1)(j) [school district standard: provide safe and healthful facilities]

CROSS REF.: Policy 171.1, Public Notification of Board Meetings
Policy 333, Parent Rights and District Programs/Activities
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 445, Student Interviews with Outside Agency Personnel
Policy 731.1, Locker Room Privacy
Policy 823, Access to Public Records
Policy 860, Visitors on School Premises
860-Rule, School Visitor Rules
Employee Handbook

POLICY REVISION AND NEW APPROVAL: August 21, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

ACCESS TO PUBLIC RECORDS

The School Board recognizes that it is the representative of the public, and that the release of information to the public is an essential function of representative government. The Board shall allow individuals to have access to school district records in accordance with District policies and procedures, and in accordance with state law.

The District Administrator is designated as the legal custodian of records for the Board, including Board officers, and for any committees or other authorities created by resolution of the Board. He/she shall also be the legal custodian of records for individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual member of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The District Administrator and his/her qualified designee(s) shall serve as the legal custodian(s) of the education records of the students presently attending school in the District.

The legal custodian(s) of records shall safely keep and preserve the records of the various District authorities outlined above and have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodian(s) may deny access to District records only in accordance with legal requirements. The legal custodian is authorized 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 during established District office hours. An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District and the fees that will be charged for the location and reproduction of such records shall be adopted by the Board and be displayed in prominent and conspicuous locations throughout the District. The notice shall also be available upon request to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

For purposes of implementing provisions of the Wisconsin Public Records Law, the following positions constitute "local public offices" in the District: School Board members and Board officers, and the District Administrator.

District records shall be disposed of when appropriate consistent with legal requirements and as per the Wisconsin Records Retention Schedule for School Districts, with any applicable local exceptions or modifications to that schedule, which has been adopted for use in the District.

Policy 823
Page 2

- LEGAL REF.: Wisconsin Statutes
Sections 19.21 – 19.39 [Public Records Law and related statutes]
Section 118.125 [state student records law]
Section 118.126 [privileged communications related to student alcohol
and drug use]
Section 118.127 [law enforcement agency record information]
Section 120.13(28) [board authority to designate legal custodians]
Section 146.82 [confidentiality of patient health care records]
Section 146.83 [access to patient health care records]
Section 252.15 [access to HIV test results]
Section 767.41 (7) [custody and physical placement; parent access to
records]
Section 938.396 [access to records; law enforcement and court records]
Section 950.08(2w) [information provided by district attorney to schools in
criminal cases]
Family Educational Rights and Privacy Act [federal student records law]
34 C.F.R. part 99 [U.S. Department of Education FERPA Regulations]
34 C.F.R. §300.623 [confidentiality safeguards regarding IDEA-related
records]
- CROSS REF.: 823-Rule, General Procedures for Handling Public Record Requests
823-Exhibit, Notice to the Public Regarding Access to Records
Policy 141, Board Officers
Policy 166, Board Member Electronic Communications
Policy 184, Board Minutes
Policy 347, Student Records
347-Rule, Procedures for the Maintenance and Confidentiality of Student Records
Policy 526, Personnel Records
Employee Handbook
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

GENERAL PROCEDURES FOR HANDLING PUBLIC RECORD REQUESTS

Individuals may have access to records maintained by the North Cape School District and the various District records authorities in accordance with applicable law, District policy, and the additional procedures outlined below.

A. Accessibility of Records

1. Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District Office, which are Monday through Friday from 8:30 a.m. to 3:30 p.m., except for holidays and such other exceptions as may be established in connection with the school calendar.
2. A requester will be permitted to use facilities comparable to those available to District employees to inspect or copy a record.
3. The legal custodian of records or his/her designee may require supervision of the requester during inspection or may impose other reasonable restrictions to maintain the security of the record(s). A requestor will not be able to make his/her own copies of a District record.

B. Record Requests under the Wisconsin Public Records Law

1. All requests to inspect or copy a public record shall be made to the legal custodian of records or his/her designee.
2. All requests must be reasonably specific as to the subject matter and time period of the records covered by the request.
3. Record requests may be made orally or in writing. Requesters may, but are not required to, contact the District to ensure receipt of the request.
4. At the discretion of the records custodian, and where there are legitimate reasons for doing so, the records custodian may promptly contact the requester to seek clarification of an ambiguous request prior to seeking responsive records or providing a formal response.
5. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence, whenever security reasons require such measures, or where applicable state or federal law otherwise requires or permits an authority to request identification.
6. Neither any records authority nor any legal custodian of records is required to create new records that do not presently exist in response to any request for information from the authority.

7. The records custodian is authorized by applicable law to reject "standing requests" for access to records that do not exist at the time of the request, but that may be created at a later date.

C. Responses to Records Requests

1. All requests will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. Access to inspect or copy records on the same day that the request is submitted is available only in limited circumstances.
2. Not all records created or maintained by the District are subject to inspection or copying by the public. Examples of records to which access may be prohibited or restricted include, but are not limited to, certain student records and certain records concerning applicants for positions, District employees, or public officers. In some cases, only a portion of a record is subject to public inspection, while the remaining portion must remain confidential.
3. If the legal custodian decides to permit access to certain types of records concerning employees or individuals who hold a local public office, the custodian shall first determine whether the law requires the custodian to provide the record subject with advance notice of the decision to release the records. If such notice is required, it shall be provided prior to any release of the records, and the record subject shall be afforded the rights further outlined in state law.
4. In the event a records custodian denies a records request, either in whole or in part, the custodian shall identify the reasons that access to the records is being denied.
5. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Verbal requests may be denied verbally unless the requester makes a demand for a written statement of the reasons denying the request within five business days of the oral denial.
6. If the records custodian issues a written denial of a request, the custodian must also expressly notify the requestor within the response that the denial is subject to review in an action for mandamus under section 19.37(1) of the state statutes, or by application to the district attorney or attorney general.

D. Fees

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

1. 15 cents will be charged per page for each paper copy that is made of any standard-size paper record. Requests for copies of less than 10 pages per school quarter are exempt from this charge. There will be no cost charged for clerical employees' time in photocopying any fewer than 30 copies. If more than 30 copies are to be made, then an hourly charge of \$15.00 per hour shall be paid in advance by the person making the request on a ¼ hourly basis. Pre-payment will only be required if the estimated cost of photocopying exceeds \$5. Separate charges, not to exceed the actual, necessary and direct costs, may apply for issuing copies of photographs, electronic records, records which require transcription, or other specialized records.
2. The actual, necessary and direct cost of photographing and photographic processing for providing a photograph of a record, when the record does not permit standard copying.
3. If a record is produced or collected by a person who is not a records authority pursuant to a contract entered into by that person and the District, the fee charged for copying the record shall be the actual, direct and necessary cost of reproduction incurred by the person making the reproduction or transcription of the record, unless a fee is otherwise authorized or established by law.
4. Location Costs: There will be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating it will exceed \$50, the legal custodian will notify the requester of the estimated cost of complying with the request and seek the prior written approval of the requester before proceeding.
 - a. The District shall determine the cost of locating a record by using the hourly rate of pay for the employee locating the record.
 - b. No location fee shall be charged for the cost of a computer run required to produce a copy of data contained in a computer record. If, however, an employee is required to search for the record, a fee to locate the record among the District's computer records may be charged if the actual, necessary and direct costs to do so exceed \$50.
5. If records are mailed to the requester, the actual, necessary and direct postage/shipping costs.
6. If the District is required to notify the person who is the subject of the record that the record is being requested, any costs for certified mail or personal service incurred by the District.
7. Prepayment of authorized fees may be required for any request where the total fees exceed \$5. A request for any prepayment of or deposit on fees shall be based upon a good-faith estimate of the likely costs of responding to the request, with any difference to be refunded or collected once the actual amount is known.

823-Rule
Page 4

8. The legal custodian of records or his/her designee shall not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of general fees applicable to a records request is not a sale or rental under these procedures.

The legal custodian of records may, in his/her sole discretion, elect to waive the imposition of a fee under these procedures. This discretion shall be applied in a consistent manner so that the custodian's decisions to waive or reduce fees are not viewed as arbitrary or discriminatory.

The legal custodian of the records shall report any disputes which arise under the above fee schedule to the Board and shall recommend to the Board such action as he/she deems appropriate.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

NOTICE TO THE PUBLIC REGARDING ACCESS TO RECORDS

The North Cape School District has designated the District Administrator as the legal custodian of the public records of the 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 School District at the following place and times:

North Cape School District
11926 W. Hwy K
Franksville, WI 53126

8:30 a.m. – 3:30 p.m.
Monday through Friday*
*(*except for holidays and such other exceptions as may be established
in connection with the school calendar)*

In applying the provisions of the public records law, the positions identified as local public offices within the School District include: School Board members and Board officers, and the District Administrator.

The 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 the record, unless a fee is otherwise specifically established by law. A list of such fees is available at the North Cape School District office.

Policy 830

NORTH CAPE SCHOOL DISTRICT

PUBLIC USE OF SCHOOL FACILITIES

The North Cape School Board wishes to encourage the widest use of school facilities by the school and community. While the Board believes that school facilities are for the educational, athletic and social activities of the students, the Board also believes that the school should be accessible for the use of the community when there is no conflict with school use of the facilities.

In all instances, public school educational programs, functions and activities shall have priority use of school facilities.

Any group or individual wishing to access and use school facilities when they are not being used for school purposes must complete a facility use request form and hold harmless statement. A certificate of insurance may also be required to be provided to the District, when applicable. Individuals or groups may be required to meet recommended insurance limits and coverages by the District's Property Insurance Company.

Requests for use of school facilities shall be made through the District Administrator or his/her designee. Facility use fees may be charged in accordance with state law and as approved by the Board.

Groups and individuals using school facilities are required to comply with all District policies, rules and regulations related to facility usage and conduct on school premises. All youth activities in the school must be adequately supervised by a responsible adult (person over 18 years of age) at all times. The District requires one (1) adult for every 10-15 youth participants.

Facilities must be left in the same condition as they were found. Any and all damages to equipment and/or the facility occurring during the public use of the school facilities will be the responsibility of the user group, and the associated costs for repair or replacement will be charged to the user group.

The Board reserves the right to withdraw permission for facility use at any time.

LEGAL REF.:	Wisconsin Statutes	
	Section 120.12(9)	[school board duty to allow for discussion of public questions upon written application of one-half of district electors]
	Section 120.13(17)	[school board power to allow the temporary use of school facilities and charge fees for such use]
	Section 120.13(19)	[school board power to establish and maintain community programs and services outside the regular curricular/extracurricular programs for students]
	Section 120.13(21)	[school board power to provide free lectures in school facilities and adult education]
	Section 120.13(35)	[school board power to adopt rules applicable to persons entering or remaining in the school building]
	Section 121.02(1)(i)	[school district standard; safe and healthful facilities]
	Section 895.523	[recreational activities in school building or on school grounds; limitation on liability]

Policy 830
Page 2

Federal Laws

Boy Scouts of America Equal Access Act [equal access to use of school facilities before or after school hours by youth groups]

CROSS REF.: 830-Exhibit(1), Facility Use Request/Permit Form
830-Exhibit(2), Recreational Use Agreement
830-Exhibit(3), Facility Use Fee Schedule
Policy 720, Safety Program
Policy 731, Facility Access and Security
Policy 731.1, Locker Room Privacy
Policy 731.2, School Vandalism
Policy 742, Authorized Off-Site, Off-Hour Use of School Equipment
Policy 831, Tobacco Use on School Premises
Policy 832, Possession and Use of Weapons by Persons Other Than Students on School Premises
Policy 833, Public Conduct on School Property
Policy 834, Public Wireless Internet Use
Policy 850, Public Sales and Solicitations on School Property
Policy 860, Visitors on School Premises

POLICY REVISION AND NEW APPROVAL: August 21, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

11926 W. Hwy K
Franksville, WI 53126
262-835-4069 or 262-534-3894

FACILITY USE REQUEST/PERMIT FORM

Thank you for your interest in utilizing North Cape School facilities. The applicant must complete this form in its entirety, along with the attached Hold Harmless Statement. If the facilities requested are going to be used by the public for recreational activities, which are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity, then a "Recreational Use Agreement" should be entered into between the facility user and the District.

Date of Request: _____

Organization: _____

Name of Requester: _____

Address: _____

Telephone Number: _____

Facilities Requested to Be Used: (identify all that apply)

- _____ Gymnasium
- _____ School Library
- _____ School Kitchen
- _____ Classroom(s) (please list) _____
- _____ Other (please list) _____

Date(s) to be Used: _____

Time(s) to Be Used: _____

Purpose of Use: _____

Supervision: Sponsoring organizations, groups or individuals are responsible for supervising/controlling event participants and spectators and for providing adequate adults to monitor facility use. In addition, the person arranging for the use of the facilities will be responsible for facility security during and after scheduled use, unless maintenance/custodial personnel have been assigned that responsibility. Facility security responsibilities include: opening the facility and monitoring the entrance door when it is open; locking and checking all

doors are locked prior to leaving the facility; inspecting all accessible portions of the building after usage; reporting any damage to the District Administrator, maintenance/custodial personnel, or appropriate law enforcement personnel; and reporting the presence of any strangers or intruders in the building to the District Administrator, maintenance/custodial personnel, or appropriate law enforcement.

Estimated # of Adult Participants_____ Estimated # of Youth Participants_____

A certificate of insurance is on file with the District Office, if applicable: Yes No
(Please attach any required certificate of insurance to this form if not previously turned in.)

Facility Use Fee: Yes No *If yes, facility use fees will be charged according to the District's established Facility Use Fee Schedule.*

Conditions on Use:

All individuals and groups requesting and using school facilities must abide by all policies, rules and regulations of the North Cape School District regarding facility use and conduct on school premises, including Board Policy 830. A few points of emphasis are outlined below:

- Users are expected to provide for the proper care of school facilities. User groups will be held financially responsible for damage to school facilities and property, including damages created by any member, guest or invitee of the user while using school district property.
- No use of tobacco is allowed on school property.
- No possession or use of alcoholic beverages is allowed on school property. (The only exceptions to allowing alcoholic beverages on school property are fundraising activities where alcohol is part of a fundraising item. Under no circumstances may alcohol be consumed on school property.)
- Firearms or other dangerous weapons of any type, concealed or not concealed, are prohibited on District property. The only exceptions to this policy are: (1) the lawful possession of an agency-authorized firearm or other weapon by a law enforcement officer or a state-certified commission warden who is acting in his/her official capacity; (2) the possession of a properly-licensed firearm by any qualified current law enforcement officer who is off duty or by any qualified former law enforcement officer, provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws; and (3) where state law prohibits a school district from restricting any individual's right to possess a firearm or other dangerous weapon on particular school property.
- No street shoes shall be used on gym floors.

Approved by: _____ Date: _____
District Administrator

Remarks: _____

**NORTH CAPE SCHOOL DISTRICT
HOLD HARMLESS CLAUSE IN AGREEMENT WITH THE**

Name of Individual/Group

Date(s) of Facility Use

The undersigned, in consideration of the use of North Cape School, agrees to indemnify and save harmless the North Cape School District against and from any and all claims, demands, suits, causes of action, whether in law or equity of proceedings before an administrative agency, and/or damages, fines or forfeitures of any kind or nature, including costs, expenses and reasonable attorney's fees incurred in the defense thereof, brought by or on behalf of any person or persons, firm or firms, corporation or corporations, their heirs, personal representatives, successors or assigns arising out of any condition or conduct, management or negligence of the undersigned or any of its agents, contractors, servants, employees or licensees, and in case any action or proceeding be brought against the North Cape School District by reason of any such claim, the undersigned upon notice from the North Cape School District covenants to resist or defend at the undersigned's cost and expense such action or proceeding by counsel reasonably satisfactory to the North Cape School District.

Signed _____
(Responsible Party)

Date _____

District Administrator's Signature _____

REVISED: August 21, 2017

NORTH CAPE SCHOOL DISTRICT

RECREATIONAL USE AGREEMENT

This agreement is to be used for any public use of school facilities for recreational activities, which are defined as any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized undertaken for the purpose of exercise, relaxation, diversion, education or pleasure, including practice or instruction in any such activity. "Recreational activity" does not include any indoor or outdoor organized team sport or activity organized and held by the North Cape School Board or North Cape School District.

The North Cape School District [hereinafter the "District"] and _____ [hereinafter "User"] hereby enter into this recreational agreement. The purpose of this Agreement is for the District to provide written authorization to the User that permits public access to a specified part of the school grounds for the recreational activity indicated.

Date of Agreement: _____

Sponsoring Organization/Individual: _____

Contact Name: _____

Telephone Number: _____

Address: _____

Email Address: _____

Conditions of Use

1. Place(s). The User shall have access to the following place(s) for the recreational activity or activities (check all that apply):

_____ Gymnasium
_____ School Library
_____ Playground
_____ Classroom(s) (please list) _____
_____ Other (please list) _____

2. Time. The User shall be permitted to use the place(s) described above at the following time(s):

From _____ (time) to _____ (time) on _____ (date).

OR

Describe the specific times and dates (e.g., "Each Wednesday between September 1 and November 30 from 7:00 p.m. to 9:00 p.m."):

3. Recreational Activity or Activities. Describe the recreational activity or activities that will be held on school grounds pursuant to this Agreement:

4. Eligibility Requirement(s). Describe any eligibility requirements for participation in the activity or activities described in Part (3) of this Agreement:

5. Supervision.

- a. Will minors (age 17 or younger) be participating in the recreational activity or activities described in Part (3) of this Agreement? Check one: Yes No

If "No," skip to Part (6) of this Agreement.

- b. Will the User provide adult supervision to minors at all times when they are on school grounds pursuant to this Agreement? Check one: Yes No

If "No," the User cannot enter into this Agreement or have access to District property unless the User receives express written permission from the District.

The District has no responsibility for the supervision of participants who are minors unless the User receives express written notification to the contrary from the District.

- c. What will be the approximate ratio of participants who are minors to adult supervisors?

minors for each adult supervisor. Depending on the nature of the activity and the age of the minors, the District may set a minimum ratio of minors to adult supervisors.

6. Immunity from Liability and Negation of Legal Duties for the District, its School Board, and all Officers, Employees and Agents of the District. As to any person who enters school grounds to engage or participate in a recreational activity organized or held pursuant to this Agreement, the District, its school board, and all officers, employees and agents of the District are immune from liability and have (a) no duty to keep the school grounds safe for the recreational activity; (b) no duty to inspect the school grounds; and (c) no duty to give warning of an unsafe condition, use, or activity on the school grounds. The sole exceptions to this immunity involve either of the following:

- a. A death or injury caused by a malicious act or by a malicious failure to warn against an unsafe condition of which an officer, employee, or agent of the school board knew, which occurs on the school grounds designated for use in this Agreement and being used by a person for a recreational activity held pursuant to this Agreement.
- b. The death of or injury to a spectator that occurs on the school grounds designated for use in this Agreement during the recreational activity.

In addition to the immunities from liability and the negation of specific legal duties as provided under section 895.523 of the state statutes and as summarized within this Section (above), the District, its school board, and all officers, employees and agents of the District also fully retain all other legally enforceable (1) immunities from liability; (2) limitations on liability and monetary judgments; and (3) rights to seek or claim indemnification.

7. Description of Participants' Assumption of Risk. Participation in recreational activities involves certain inherent risks to the participant. Generally, recreational activities involve risks that a participant may suffer potentially serious and potentially permanent physical injuries, impairments, disfigurement, trauma and/or cognitive impairments. Death is also a risk of participation in recreational activities. A participant may also suffer damage to property or other loss of property in connection with participation in a recreational activity. The specific degree and types of risks associated with such participation varies by, for example: the specific nature of the activity; the nature of the location where the activity takes place; the nature of the equipment that is used; the degree and type of supervision and instruction that is provided; and each participant's individual skills, abilities, behavior, and physical condition. The fact that a recreational activity may not generally involve substantial physical contact between or among participants is not necessarily an indication that there is a low degree of risk of injury or death associated with the activity.

A participant who enters school grounds in connection with any recreational activity that is organized or held pursuant to this Agreement assumes all risk of personal injury, property damage, and/or death that is inherent in the particular recreational activity.

In addition, because of the various immunities from liability, limitations on liability, and waivers of liability that are provided for under the law or that may otherwise be legally enforceable, a participant who enters school grounds in connection with any recreational activity that is organized or held pursuant to this Agreement necessarily assumes substantial additional risk that he/she may suffer personal injury, damage to property, and/or death that is in no way compensable by the District or by any other person, and for which the participant will be unable to obtain any recovery or reimbursement of any related costs or damages. For example, a participant may suffer personal injury, damage to property, or death related to the failure of the District or its officials, employees or agents to keep school grounds safe; and, due to immunity from liability related to such a claim, the participant may have no means for seeking compensation, damages, or other recovery from the District, any insurer, or any other person or entity.

Users are notified by this paragraph that the District does not, in connection with authorizing access to and the use of District property under this Agreement, provide any User or any participant with any type of personal insurance coverage, personal accident coverage, or other personal coverage for any other type of expense, damage, or loss, including but not limited to medical expenses.

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

9. User's Liability. Nothing in this Agreement limits, reduces or eliminates any legal duty or legal liability that the User may have or become subject to (1) in relation to accessing District property and the holding of any recreational activity pursuant to this Agreement; (2) as the organizer, sponsor or operator of any such recreational activity; or (3) as a participant in any such recreational activity. In connection with any recreational activity where there is at least one participant who is not also the User identified under this Agreement, the allocation of liability between the User and any such non-User participant shall be defined by applicable law and by any enforceable agreements, waivers, releases, etc. as those parties may separately execute between or among themselves.

In addition to abiding by the terms of this Agreement, the User is required to follow all District policies, rules and regulations related to facility use and conduct on school premises.

For the District

District Administrator (or authorized designee) _____
Signature Date

The individual signing below affirms by his/her signature that he/she has authority to sign this Agreement on behalf of the User and to obligate the User to the Agreement's terms and conditions.

For the User

Name and Position (Please Print) Signature Date

REVISED: August 21, 2017

NORTH CAPE SCHOOL DISTRICT

FACILITY USE FEE SCHEDULE

Except as otherwise noted, fees will be assessed according to facilities usage as outlined below. Fees may not be charged when the facility use activity includes school district students and is in support of school district programs and support groups. However, if a fee is charged for facility use, the following can be used to determine the charge. A flat fee can also be determined with the following fee schedule as a guideline.

- Use of any room within the school, including the gymnasium, school library or classrooms - \$15.00 per hour per room
- An additional fee will be determined for use of the school kitchen and some of the equipment in it.
- On weekends or at times when a custodian is not on duty, there will be an additional charge if a custodian must be present and on duty. The amount will be determined by the custodian's hourly wage.

The individual or group using the school facilities is responsible for any damage done in, or to, the facilities during use.

REVISED: August 21, 2017

Policy 831

NORTH CAPE SCHOOL DISTRICT

TOBACCO USE ON SCHOOL PREMISES

There shall be no use of tobacco products, electronic cigarettes, or other nicotine products not used as part of a smoking cessation program (as defined in state law) in the school building, on school grounds, in school-owned or contracted vehicles, or at school-sponsored activities. Students shall also be prohibited from possessing any tobacco products. There are no exceptions to this policy.

The District Administrator or his/her designee shall be responsible for informing students, staff and the public regarding this policy prohibition, including posting appropriate signs on school premises.

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

LEGAL REF.: Wisconsin Statutes
Section 101.123 [smoking prohibited in enclosed places]
Section 120.12(20) [school board duty to prohibit tobacco use on school premises]
Pro-Children Act of 2001 [smoking prohibited in indoor facilities providing education services to children]

CROSS REF.: Policy 443, Student Conduct and Discipline
Policy 447.3, Student Suspensions and Expulsions
Employee Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

**POSSESSION AND USE OF WEAPONS BY PERSONS OTHER THAN STUDENTS
ON SCHOOL PREMISES**

No person may possess or use a destructive device, firearm or other dangerous weapon (as defined under section 948.61 of the state statutes) of any kind, whether concealed or not concealed, at any time:

- in the school or any other building/facility that is owned, occupied or controlled by the District;
- on the grounds of the school or on other school premises; or
- at any District-sponsored program or activity not held on school grounds or on school premises, where such program or activity qualifies as a special event having restricted access that is controlled by the District.

The only exceptions to this policy are: (1) the lawful possession of an agency-authorized firearm or other weapon by a law enforcement officer or a state-certified commission warden who is acting in his/her official capacity; (2) the possession of a properly-licensed firearm by any qualified current law enforcement officer who is off duty or by any qualified former law enforcement officer, provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws; and (3) where state law prohibits a school district from restricting any individual's right to possess a firearm or other dangerous weapon in a location covered by this policy. Nothing in this policy is intended to prohibit the possession or use of potentially dangerous objects or substances that are not designed primarily for use as a weapon (e.g., certain equipment and tools), provided that such objects or substances have been issued or authorized by the District, and provided that such objects or substances are possessed and used exclusively for their limited and authorized purpose(s).

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

Anyone violating this policy shall be asked to leave and remove the weapon from the premises, activity, or event and/or may be referred to law enforcement officials for possible prosecution under applicable laws or ordinances. Employees violating this policy shall also be subject to disciplinary action in accordance with District policies and provisions of the Employee Handbook.

Public notice of the prohibitions established by this policy shall be provided through appropriate signage or other types of notice as determined appropriate by the District Administrator, consistent with any applicable legal requirements.

Policy 832
Page 2

LEGAL REF.: Wisconsin Statutes
Section 118.07 [school safety plans]
Section 120.13(1) [board authority for rule-making]
Section 175.60 [license to carry a concealed weapon]
Section 941.23 [carrying a concealed weapon]
Section 943.13 [criminal trespass law, includes provisions related to carrying
firearms]
Section 948.605 [gun-free schools zones]
Section 948.61 [dangerous weapons other than firearms on school premises]

CROSS REF.: 443.6, Student Possession/Use of Weapons
453.1-Rule(1), Emergency Care Procedures
Policy 527, Employee Grievances (Discipline, Termination and Workplace Safety)
Policy 720, Safety Program
Policy 860, Visitors to the Schools
Employee Handbook
School Safety Plan
Crisis Response Plan

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 833

NORTH CAPE SCHOOL DISTRICT

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person on school property shall:

- Possess or use any alcoholic beverages. (The only exceptions to allowing alcoholic beverages on school property are fundraising activities where alcohol is a part of a fundraising item. Under no circumstances may alcohol be consumed on school property.)
- Injure or threaten to injure the person of another.
- Damage the property of another person on District property or the property of the District.
- Conduct himself/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the instructional program of the District or any other activity taking place on school property that has been authorized by the School Board, District Administrator, or other authorized District employee.
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
- Willfully violate other policies, rules and regulations adopted by the Board or administration designed to maintain public order on school property.

Individuals who violate this policy shall be subject to appropriate action including, but not necessarily limited to, removal from school property, restitution for damages, police referral or other legal action.

LEGAL REF.: Wisconsin Statutes
Section 120.12(1) [school board duty to control and manage the property and affairs of the district]
Section 120.13(35) [school board power to adopt rules applicable to persons entering or remaining in the school building]
Section 125.09 [restriction on alcoholic beverages on school grounds]

CROSS REF.: Policy 443.4, Student Alcohol and Other Drug Use
Policy 522.1, Alcohol and Drug-Free Workplace
Policy 720, Safety Program
Policy 731, Facility Access and Security
Policy 731.2, School Vandalism
Policy 830, Public Use of School Facilities

Policy 850, Public Sales and Solicitations on School Property
Policy 831, Tobacco Use on School Premises
Policy 832, Possession and Use of Weapons by Persons Other Than Students on
School Premises
Policy 860, Visitors on School Premises

POLICY REVISION AND NEW APPROVAL: August 21, 2017

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC GIFTS TO THE SCHOOLS

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity. Gifts for the District can be accepted by District personnel without Board approval.

To be accepted, a gift must, at a minimum:

- have a purpose consistent with the mission and goals of the District;
- be compatible with curricular, technological, instructional, programmatic, and operational practices of the District, as may be applicable;
- neither impose, nor be substantially likely to impose, any undesirable or unacceptable costs (whether direct or indirect) upon the District, including but not limited to unacceptably adding to staff workloads;
- not begin a program that the donor intends to be ongoing, but where the Board has determined prior to acceptance of the gift that the District very likely would be unable or unwilling to continue the program when gift funds are exhausted;
- not prevent the Board from being able to properly discharge its duty to ultimately determine the District's educational program and the manner in which educational and other services are to be delivered;
- not require the District to publicly endorse any specific business, organization, service or product, with the understanding that recognition of a donor differs from explicit endorsement; and
- be consistent with applicable provisions of District policy and school rules and in compliance with legal requirements.

The District shall not unlawfully discriminate in the acceptance or administration of gifts, bequests, scholarships, or other aids, benefits, or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established District complaint procedures.

The District reserves the right to accept or reject any gift offer made to the District from any individual, organization, business or other entity. Except for any conditions expressly accepted by the District in connection with approving and receiving the gift, the District's acceptance of a gift shall not entitle the donor to any special privileges or considerations from the District.

All gifts accepted by the District will become the property of the District to be used at the discretion of the District unless otherwise specified as a condition of the gift offer or bequest and unless such conditions have been approved by the District in connection with accepting the gift or bequest. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Policy 840
Page 2

Proper acknowledgement (recognition) shall be given for all gifts accepted and received by the District. The degree of recognition should be reasonably correlated with the significance of the contribution. The minimum form of recognition that should be provided to each donor is a letter of appreciation from a staff member who works in an area that will benefit from the gift (if applicable) and/or a similar letter from one or more of the school district official(s) who accepted the gift on behalf of the District.

Where required by applicable federal law and/or upon a donor's request, the District Business Office will provide a letter of acknowledgement to a donor on District letterhead for purposes of substantiating the donor's contribution. However, the District shall not attempt to assign a monetary value to any non-monetary gifts or donations in conjunction with issuing such letters of acknowledgement/substantiation.

LEGAL REF.: Wisconsin Statutes
Section 118.13 [student nondiscrimination]
Section 118.27 [acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions]
Section 881.01 [trust fund management; prudent investment rule]
Section 895.515 [liability exemption; equipment or technology donation]
Wisconsin Administrative Code
PI 9.03(1)(d) [student nondiscrimination in policies on acceptance and administration of gifts]
Internal Revenue Code statutes and regulations addressing charitable contributions (see IRS Publication 1771)

CROSS REF.: Policy 361.2, Selection and Reconsideration of Library Media Center Materials
Policy 374, Student Fundraising Activities
Policy 524, Staff Gifts and Gratuities
Policy 850, Public Sales and Solicitations on School Property
Policy 881, Relations with School Support Groups

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC SALES AND SOLICITATIONS ON SCHOOL PROPERTY

Except as provided in this policy or by another Board policy, no person may sell or promote the sale of goods or services on school district property.

Further, pursuant to state law, it is unlawful at all times and without any exception for any District employee to receive for his/her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any student while on District property or at a District-sponsored activity.

The following are authorized exceptions to the above-stated general prohibition against the sale of goods or services and against the promotion/solicitation of such sales:

1. Student and school-based fundraising activities approved in advance by the District Administrator or the School Board.
2. Event concession sales with the approval of the District Administrator.
3. The sale of food and beverages through the District's school meal program.
4. Sales promotion calls by vendors who have made an appointment in advance to meet with one or more District employees for the purpose of discussing the sale, or possible sale, of goods or services to the District. All third-party entities and individuals seeking to sell goods or services to the District are expected to obtain advance authorization from the District Administrator before contacting any non-supervisory employee with whom which the seller has no pre-existing business relationship. Third-party solicitations for the sale of goods or services to the District that are not pursuant to an advance appointment or directly related to a pre-existing business relationship with the District are strongly discouraged. Such solicitations shall be directed solely to the District Office, where the third party may or may not be approved to meet with any representative of the District. Vendor sales representatives authorized to be on school property under this policy shall check in at the District Office and follow the District rules surrounding school visitors.
5. Sales and the promotion of sales pursuant to a third-party's pre-approved facilities use agreement with the District, during the time that the third-party is using District facilities for the approved purpose.
6. Any other sales or promotion activity that the District Administrator has approved in advance. However, the administration shall not approve any such activity directed toward sales to students or their parents/guardians that lacks a clear school-related or educational purpose.
7. Any other sales or promotion activity that has been approved in advance by the Board.

Policy 850
Page 2

LEGAL REF.: Wisconsin Statutes
Section 118.12 [sale of goods and services at schools]
Section 175.10 [sales to employees prohibited]

CROSS REF.: Policy 374, Student Fundraising Activities
Policy 760, Food Services Management
Policy 830, Public Use of School Facilities
Policy 840, Public Gifts to the Schools
860-Rule, School Visitor Rules
Policy 881.1, Relations with School Support Groups
Employee Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

VISITORS ON SCHOOL PREMISES

The School Board encourages parents and other citizens to visit the North Cape School and believes there are many potential benefits that can result from increased interaction with families and the public. Concurrently, the Board has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and protecting the District's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

The District Administrator shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his/her discretion, the District Administrator shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students. Appropriate administrative rules shall be established to provide guidance for school personnel so that beneficial experiences for all may be provided for when visitors enter the school.

School personnel shall seek to assure that parents and other visitors are welcomed in an appropriate and courteous manner and that sincere efforts are made to provide them with such information and assistance as may be needed to foster a cooperative relationship between home, school and the community.

All visitors to the school shall comply at all times with District policies and school rules. The District Administrator may exclude any visitor from school premises if he/she fails to comply with District policies and school rules, is disruptive to the educational process, threatens the health and safety of students, staff and others at school, or damages school property. Law enforcement authorities may be called if necessary

No unauthorized person may be on school grounds between 10:00 p.m. and 6:00 a.m. Public notices shall be posted on school grounds and shall be clearly visible. Anyone found in violation of this policy may be subject to a charge of trespassing and/or other statutory penalties.

LEGAL REF.:	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]

Policy 860
Page 2

CROSS REF.: 860-Rule, School Visitor Rules
Policy 353.1, School Volunteers
Policy 491, Children of Divorced/Separated Parents and Parents Not Sharing the
Same Household
Policy 521.1, Board-Staff Relations
Policy 720, Safety Program
Policy 731, Facility Access and Security
Policy 731.1, Privacy in Locker Rooms
Policy 822, News Media Relations
Policy 830, Public Use of School Facilities
Policy 850, Public Sales and Solicitations on School Premises

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

SCHOOL VISITOR RULES

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

1. Persons wishing to visit the school are strongly encouraged to make advance arrangements for their proposed visit with the appropriate teacher and/or the District Administrator 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. A visitor is defined as any person seeking to enter the school building who is not a District employee or a student currently enrolled in the District. Notices shall be displayed prominently in the building indicating that all visitors are required to register with the school office and to obtain authorization from the District Administrator or his/her designee to remain in the school. All approved visitors shall be required to wear an appropriate form of identification when on school premises.
 - (a) Parents/guardians and/or North Cape community members who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group are exempt from these visitor reporting requirements.
 - (b) These visitor reporting requirements also do not apply to participants in an organized and school-approved activity during off-school hours.
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. If conflicts occur because of the number of visitor requests or other circumstances, parents/guardians of currently enrolled students will generally be given preference.
5. All school visitors must comply at all times with School Board policies and school rules.
6. No person may use cameras or video equipment to photograph students who are on school grounds or in the school building without explicit permission from the District Administrator or his/her designee. Persons attending events open to the general public may photograph students who are participating in the event.
7. Any person who is prohibited from having contact with a student of the District under a valid court order, or who is a parent who has been denied all periods of physical placement with his/her child, is prohibited from entering onto school grounds or into the school building where the student/child may be present. Staff members will enforce this rule whenever such a prohibition or denial is evidenced by a court order or other legally binding document that is on file with the District.

8. 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 District Administrator or his/her designee.

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 his/her designee 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 his/her designee 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 his/her designee 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 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 District Administrator.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - (a) Requiring that a request be submitted in writing to the District Administrator one week prior to the day of the visit that specifies the expected time in the building and the reason for the visit.
 - (b) Remaining in a designated place or seat.
 - (c) Refraining from speaking to their child, other students, other parents, or a teacher while the class or activity is in session.
 - (d) Refraining from entering or leaving the area while an activity is underway.
 - (e) Requiring that the dress and grooming of the visitor be consistent with the dress code for the students and employees within the building.
 - (f) Requiring that the visitor be chaperoned (if available).
 - (g) Limiting the duration of the visit to particular times or length of time.
 - (h) Limiting the activities of the visitor to a particular purpose(s).
 - (i) Requiring the visitor to be in the classroom before class starts and to refrain from leaving the classroom while the class is in session.
 - (j) Designating particular routes of travel in the building or upon the school grounds.
3. Visitors wishing to conference with teachers during the course of the school day are encouraged to make arrangements by contacting the teacher at a later time for an appointment.
4. In the event the person fails to comply with any such reasonable conditions imposed, the teacher may immediately request such person to leave the classroom.
5. A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian.

D. Student Visitors

1. All requirements for visitors apply to students who are not enrolled in the North Cape School District or attending individual courses in the District, with additional considerations to be applied at the discretion of the District Administrator or his/her designee. Under most circumstances, student visitors are discouraged.
2. Student visitors from other school districts must have the written permission of both their own parent/guardian and the parent/guardian of the North Cape School student they wish to accompany into school.

860-Rule
Page 4

3. No student who is under suspension, expulsion or other form of discipline from North Cape School or any other school district shall be permitted to visit North Cape School. Such students must have obtained expressed prior approval of the District Administrator before entering and are restricted to the school office for the duration of their presence in the building.
4. Requests for student visitations of more than 1-2 days are highly unusual and may be denied.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

Policy 870

NORTH CAPE SCHOOL DISTRICT

GENERAL PUBLIC COMPLAINTS/CONCERNS

The North Cape School District is dedicated to the fair, prompt, and equitable resolution of the public's concerns and recognizes that from time to time, parents and other citizens will have problems, complaints, or concerns about school district decisions that directly affect them.

It is the desire of the School Board to provide for the resolution of complaints/concerns first at the level most directly involved and in an informal manner, whenever possible. It is only when attempts at informal resolution fail that more formal procedures shall be used. If resolution of a complaint or concern cannot be accomplished after going through the appropriate staff and the District Administrator, the complaint/concern may be referred to the Board for consideration and action in accordance with District procedures.

While the Board maintains a policy of allowing participation by the public at Board meetings, the Board reserves the right to redirect any complaint/concern brought to the Board at a Board meeting back through the District Administrator and/or to the staff. If a citizen contacts an individual Board member directly to discuss a complaint or concern, the Board member shall inform the individual that he/she has no authority to act in his/her individual capacity and refer the individual to the District's public complaint procedures or to the District Administrator for further assistance.

Nothing in this policy or its implementing procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes.

CROSS REF.: 870-Rule, Public Complaint Procedures
870-Exhibit, General Complaint Form
Policy 187, Public Participation at Board Meetings
347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
361-Rule, Selection and Reconsideration of Instructional and Library Materials
Procedures
411-Rule, Student Discrimination Complaint Procedures
Policy 411.1, Student Harassment and Bullying
Policy 454, Reporting Child Abuse and/or Neglect
511-Rule, Employee Discrimination and Harassment Complaint Procedures
Policy 512, Employee Harassment and Bullying
527-Rule, Employee Grievance Procedures (Discipline, Termination and
Workplace Safety)
Special Education Handbook

POLICY REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

PUBLIC COMPLAINT PROCEDURES

The following procedures will be used in handling complaints from any person, group or organization in regards to:

- Professional staff – begin at Level One
- Support Staff – begin at Level Two
- District Services or Operations – begin at Level Two
- Educational Programming – begin at Level One

As noted in Board policy, nothing in these procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes.

Level One:

Except as noted immediately below, complaints concerning a professional staff member or educational programming should first be discussed with the person involved to try to reach a resolution. The staff member must keep accurate notes as to the nature of the complaint/concern and any agreements or disagreements regarding the complaint/concern when meeting with the concerned parent or citizen. When the meeting with the person most closely involved with the situation proves unsuccessful, the parties involved may refer the matter to the District Administrator at Level Two of the procedures.

Discussion with the professional staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

Level Two:

Complaints concerning a support staff member or District Services or Operations, and complaints concerning a professional staff member or educational programming that were not resolved at Level One of the procedures, may be referred to the District Administrator. The complaint should be submitted in writing to the District Administrator, using the District's Public Complaint Form, and should include:

- The specific nature of the concern or complaint and a brief statement of the facts giving rise to it;
- The respect in which it is alleged that the individual(s), or the child of a complainant, has been adversely affected; and
- The action which the individual(s) wishes taken and the reasons why it is felt that such action should be taken.

**870-Rule
Page 2**

The District Administrator will review the written statement (complaint form) and all notes and documentation that are presented along with it. If necessary, the District Administrator may meet with the parties involved in an attempt to resolve the issue. The District Administrator will determine whether the situation can be resolved to everyone's satisfaction and will inform the parties of his/her determination. The District Administrator will clearly explain the reason for the decision. The District Administrator will advise the School Board of any resolution of the matter.

Level Three:

If either the complainant, or other party involved in the complaint, is dissatisfied with the District Administrator's efforts to resolve the matter, he/she (they) may request, in writing, that the School Board conduct a hearing to review the matter. The written request must be made within ten (10) school days of receiving the District Administrator's response.

- In order to determine the need for a hearing, the Board must determine if the concern involves a substantial question of policy or importance to the school district and that the administration's investigation was deficient.
- If the Board decides to conduct a hearing, the District Administrator will inform all parties of their right to be included in the hearing and the date and time of the hearing.
- The hearing shall be conducted in a manner that provides fair opportunity for all participants.
- All documentation, written statements, forms, etc., will be presented to the Board.
- The hearing may or may not be held in closed session depending upon the nature of the concern/complaint and the Open Meetings law.
- The entire concern/complaint process should not take more than thirty (30) days from receipt of a written concern/complaint.
- The Board's decision on the issue is final and there will be no other hearing on the same issue.

REVISION AND NEW APPROVAL: October 31, 2016

REVISED:

NORTH CAPE SCHOOL DISTRICT

GENERAL COMPLAINT FORM

Complaint Initiated By: _____

Address: _____ Phone: _____

Person(s) Involved in Complaint: _____

1. What is the nature of your complaint? _____

2. On what date, or over what period of time, did the alleged episode or offense occur and how were you, or your child, adversely affected by it?

3. Have you taken any previous action regarding this matter? If so, please explain:

4. What suggestions do you have to resolve the problem? _____

Signature

Date

Policy 881.1

NORTH CAPE SCHOOL DISTRICT

RELATIONS WITH SCHOOL SUPPORT GROUPS

The District recognizes and welcomes support for school activities and programs from parents and citizens, either individually or collectively in the form of parent-teacher organizations (PTOs), parent advisory groups, special interest groups, or booster club organizations. It is the District's desire to establish and maintain a mutual assistance relationship with interested individuals and with such groups and organizations.

The District feels that for the most part such relationships can run smoothly through regular channels as established by school rules and regulations and District policy. In this respect, then, established policies regarding use of facilities, fundraising activities, gifts to the school, and governance of student and staff activities are expected to be followed with respect to school support group relationships.

The following policy guidelines are set forth by way of clarifying certain situations and conditions within the inter-relationship of the District and school support groups.

1. All support group organizations are expected to relate to the District within the framework of school rules and regulations and District policy.
2. District employees are encouraged to serve as members and/or ex-officio officers of support groups.
3. As members and/or ex-officio officers of support groups, District employees may hold office, if voted on and approved by support group by-laws, where they would be held accountable for the acquisition, banking or expenditure of support group funds.
4. As members and/or ex-officio officers of support groups, District employees should perceive their role as ambassadors of the District. As such, they can serve the group by articulating school rules and regulations and District policy.
5. Support group activities which envision use of school facilities, District employees, or student help must receive prior approval of the District Administrator or his/her designee.
6. Support group activities which envision hosting, promoting, and conducting events within the school structure and designed for student participation must receive prior approval from the District Administrator or his/her designee.
7. The District reserves the right to accept or to reject any and all offers from support groups of gifts of cash, of supplies and equipment, or offers of free labor.

CROSS REF.: Policy 374, Student Fundraising Activities
Policy 524, Staff Gifts and Gratuities
Policy 830, Public Use of School Facilities
Policy 840, Public Gifts to the School
Policy 850, Public Sales and Solicitations on School Property
Policy 860, Visitors on School Premises

POLICY REVISION AND NEW APPROVAL: August 21, 2017

REVISED:

Policy 892.1

NORTH CAPE SCHOOL DISTRICT

STUDENT TEACHERS AND INTERNS

The District will cooperate with teacher training programs where practice teaching and/or intern teaching is involved. The District Administrator and the cooperating teacher in the District must approve of the program before it can be implemented.

LEGAL REF.: Wisconsin Statutes
Section 118.19(3) [teacher certificates and licenses; student teaching requirements]

POLICY REVISION AND NEW APPROVAL: August 21, 2017

REVISED: