



Book	Policy Manual
Section	0000 Bylaws
Title	DEFINITIONS
Code	po0100
Status	
Adopted	June 9, 2008
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0100 - **DEFINITIONS**

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the Superintendent.

In policy, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their student's progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from, and among, and between, staff, students, and parents.

Board

The Board of Education, also commonly referred to as the School Board, shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk)

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District is sometimes locally referred to as Superintendent.

In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a)(f) and (g), Wis. Stats.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3).

Meeting

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. 19.82(2), Wis. Stats.

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural, or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student **including a foreign exchange student**. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, **smartwatches, wearable technology,** and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

Principal

In policy, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the ~~() District Administrator/ () Superintendent~~.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, step-child, grandparents, grandchild, dependent, or member of immediate household.

School/District Classification

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operates pursuant to Subchapter I of Chapter 120, Wis. Stats.

Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operates pursuant to Subchapter II of Chapter 120, Wis. Stats.

Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator/Superintendent by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced by P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 10/24/11

Revised 12/14/15

Revised 4/25/16

Revised 5/10/17

Revised 12/13/17

Revised 6/10/20

Revised 8/11/21

Revised 5/11/22

Revised 6/8/22

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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5
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Adopted	August 11, 2021
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0144.5 - **BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. School Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the **reputation or** legal position of the District **are prohibited**~~should be avoided~~.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, **qualifications of the office**, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, ~~and~~ maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.

- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.
- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. **Disclose any actual or perceived conflict of interest.**

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or

misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members' access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155 - Committees.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

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Legal

17.13, Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

Last Modified by Jennifer Bower on October 15, 2025



Book	Policy Manual
Section	1000 Administration
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	
Adopted	August 27, 2012
Last Revised	December 9, 2020

1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The Board authorizes the Superintendent to place an administrator on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The Superintendent may require that the administrator submit to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the Superintendent or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02 - **Nondiscrimination Based on Genetic Information of the Employee**, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence with such compensation to which s/he is entitled pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the Superintendent, such refusal shall subject the administrator to disciplinary action.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 - **Family & Medical Leave of Absence (FMLA)** as provided by law.

In the event the Superintendent is the administrator subject to this policy, the Board **President** shall direct the appropriate actions pursuant to this policy **and Policy 1260 - Incapacity of the Superintendent**.

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Revised 6/10/20

Revised 11/12/25

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Legal

111.32, et. seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Jennifer Bower on August 29, 2025



Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYEE LEAVES
Code	po3431
Status	
Adopted	December 12, 2011
Last Revised	March 13, 2024

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 - Unrequested Leaves of Absence, Policy 3430.01 - Family & Medical Leaves of Absence ("FMLA"), and Policy 3430 - Leaves of Absence.

A. Sick Leave

Staff members are eligible for sick leave as specified in the Employee handbook.

Employees will be granted ten (10) days sick leave per year for illness or non-occupational injury of the employee (such that the employee is incapable of performing employee's regular duties) or for illness of the family which demands the presence of the employee. (Family is defined as spouse, children, parents, brother/sister, grandparents, mother-in-law/father-in-law, grandchildren, or a relative who is a member of the employee's household.) These days must be taken in minimum units of one-half (1/2) days.

Should an employee leave the District prior to the completion of the contract, the sick leave for the current period will be pro-rated. Employees hired after the official start of the school year or employees employed on less than a full-time contract will receive a pro-rated number of sick days for that year. There will be an accumulation of sixty (60) days of sick leave.

In the event of absence in excess of the accumulated days or in violation of established criteria, salary deduction will be made at the time of overuse at the rate of 1/190th of the annual salary for each day. In the event of extended personal illness whereby the employee becomes eligible to collect the income protection disability insurance, the compensation derived from accumulated sick leave will cease with the balance of the sick leave days remaining as a credit to the employee's sick leave account.

In all cases of absence, a form properly completed by the employee will be executed. The responsibility for claiming sick leave will rest with the employee who, after being presented with the proper form, will submit to the principal the sick leave form properly completed. Claims for sick leave must bear the signature of the employee and the principal.

In the event that an employee is aware in advance that sick leave benefits will be needed or due, it will be the duty of the employee to notify the Superintendent as far in advance as possible in writing of the anticipated time and duration of such sick leave, the reason for requesting such sick leave and medical certification that the employee will be unable to perform normal work functions.

The employee will be required to begin using sick leave on the date after which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the Superintendent at the earliest possible time of the anticipated date on which the employee will be able to resume normal duties. Any employee abusing sick leave benefits will be subject to discipline.

When an employee's return to work after twenty (20) days of consecutive sick leave occurs within ten (10) days before the end of the semester or other grading period, said employee returning from such sick leave may have the return to normal duties delayed until such grading period is completed.

As an alternative to the regular assignment, the Board and the Superintendent will have the option to require the returning employee to perform alternate non-subbing work or to have the returning employee perform curriculum development work until such time the next grading period commences. In any event, the returning employee will receive full wages and benefits during the time prior to assuming their normal duties.

In cases of prolonged absence in excess of the number of sick days credited to the employee's sick leave account at the onset of the illness, the employee will automatically be placed on an extended leave of absence without pay for a maximum of three (3) years from the date the employee was placed on extended leave after which the employee will be considered terminated.

The employee will immediately submit to the Superintendent a letter from the employee's physician giving the diagnosis or description of the illness and the probable date of return. An employee returning from such a leave of absence will be assigned to the employee's same position or comparable position. An employee not desiring to return when declared able by a physician will be deemed to have resigned effective the day the employee was able to return to employment.

Should there be no such vacancy existing at the time of indicated return to service the employee will be offered the next open position for which the employee is certified. Should the employee turn down the offer of a position the obligation of further offers will be deemed waived.

An employee returning to duty after an absence due to illness may be requested to present a statement from a physician or may be required to submit to an examination by a physician designated by the School District and at the District's expense as a condition of returning. Each employee will be provided a statement relative to the amount of the employee's accumulated sick leave at the beginning of each school year.

B. Emergency Leave

Emergency leave will be available to employees for a non-illness related absences that requires the employee to be away from work for one day (or half day). Emergency days are deducted from the employee's sick day bank.

Employees will have one (1) emergency day available each contract year. The employee may request a second emergency day. An emergency day reason must be entered into the absence system and approved by the Superintendent or it will be charged as a personal day or dock pay day.

C. Bereavement Leave

Time off needed for funerals should be handled on an individual basis with the building administration. These days are deducted from accumulated sick days.

In the event of the death of a District employee, the building administration will determine the representation to attend the funeral.

D. Professional Leave

This leave will be given to attend educational functions other than general State or regional conventions as approved by the Superintendent or designee. The Superintendent or designee will determine the time limit for such leave according to the individual situation.

E. Personal Days

Staff members are eligible for personal days as specified in the Employee Handbook.

Two (2) personal days in the school year may be taken by an employee. Such leave will be deducted from accumulated sick leave. An employee will file a request with the employee's building principal three (3) days prior to such leave, when possible. Building principals may limit the use of this leave to five percent (5%), but not less than

one percent (1%) of the employees in the building on any one day. Personal days must be taken in minimum units of one-half (1/2) days. Staff eligible for leave will be rounded to the next highest full number. If unused, up to three (3) unused personal days may be carried over into the next school year. An employee may never have more than a total of five (5) days in their bank, including the days provided during the current year.

F. Child Rearing Leave (Maternity/Paternity and Adoption)

In the event that a child is to be brought into the household of a member of the bargaining unit either because of the result of a pregnancy of a member or their spouse or because of the adoption of a child by a member of the unit, the Board may grant a leave of absence, without pay, for up to the period of one (1) calendar year per child with additional leave determined by the Board. The employee will indicate the length of time requested at the time of applying for the leave. Application for this leave must be made to the Board at least three (3) months prior to the anticipated starting date of the leave. Leaves must coincide with grading terms.

In the event that the leave falls within the last twenty (20) school days of a school year, the Board will reserve the right to extend the leave of the member to the end of the school year.

G. Voluntary Leave

Voluntary non-paid leave is a request with re-employment rights for full-time leave from a position for not less than a semester, nor more than two (2) years and will be granted at the discretion of the superintendent. Employees who plan this leave will request to do so prior to March 15th of the year preceding the commencement of the leave. Seniority of the employee who is on voluntary leave will be pro-rated on the basis of time worked during the contract year. This provision will not be used for child rearing leave purposes. Staff members have the right to appeal the superintendent's decision to the board of education.

Any staff member who requests an unpaid leave of absence one (1) or two (2) years prior to reaching retirement age and/or eligibility for early retirement must declare intent to return. If the employee does not intend to return to the District, the District will hire a permanent replacement not designated as a limited term employee. If the employee declares that s/he will return to the District following the unpaid leave, the employee must work the number of years equal to the length of the unpaid leave of absence in order to qualify for retirement.

H. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absence resulting from a military obligation to the United States government will be considered as an excused absence.

1. If such active duty assignment is a requirement of the employee's military obligation, the Board will pay the difference between the employee's regular daily rate of pay and his/her daily rate of pay for up to a maximum of ten (10) working days per fiscal year. The employee must present the District with a statement showing the amount of daily pay prior to receiving remuneration.

If the military rate of pay equals or exceeds the School District's rate, no differential will be considered or implemented.

2. If an employee volunteers for an active duty assignment(s), no pay differential will be considered and the employee will be considered to be on an unpaid leave of absence.

I. Jury Duty

1. Employees required to be absent because of subpoena, when such is received as a result of School District employment and not as a result of subpoena which has been served on the employee as a result of his/her violation of the law and/or when named as a plaintiff or acting as a defendant in a civil court action, will be given leave without loss of pay or deduction from sick or personal leave. The employee will remit to the District any fee received, less expenses incurred for serving as a witness.
2. In the event an employee is called to serve as a juror, the District will release the employee for such duty and continue to pay the employee's salary. The employee will remit to the District any fee received, less expenses incurred for serving as a juror.

J. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

K. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the Superintendent prior to Election Day. The Superintendent must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the Superintendent may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

L. Election Office Leave

The Superintendent shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

M. Other Leaves

All other leaves will be considered by the administration on an individual basis.

N. Insurance

If a member of the unit wishes to maintain membership in the group medical and dental insurances during the term of the leave, the member will be responsible for the full payment of the premiums for those insurances. Payment of those premiums will be made to the School District business office on the first day of each calendar month during the term of the leave.

It will be the responsibility of the member to remit payment.

No payment notices, bills, or reminders of payment will be issued by the School District. Failure to remit payment for insurance premiums within the thirty (30) day grace period may result in termination. Employees on leave during the contract year will have their yearly insurance premium prorated on the basis of time worked.

O. Seniority

Any member who is on leave will be pro-rated on the basis of time worked during the term of the contract year. Accrual of seniority will be suspended starting on the initial day of the leave and will recommence upon the first day of the return of the member to full employment. (This does not apply to child rearing leave.)

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Revised 7/8/20

Revised 12/9/20

T.C. 8/11/21

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Book	Policy Manual
Section	4000 Support Staff
Title	TERMINATION AND RESIGNATION
Code	po4140
Status	
Adopted	June 9, 2008
Last Revised	December 12, 2011

4140 - **TERMINATION AND RESIGNATION**

TERMINATION

Employment may be terminated by the ~~District Administrator~~ Superintendent.

Support staff employees subject to termination may be given an opportunity to resign.

RESIGNATION

A support staff member may resign by filing a written resignation with the ~~District Administrator~~ Superintendent.

A resignation, once accepted, may not then be rescinded.

The ~~District Administrator~~ Superintendent may act for the Board in the acceptance of a resignation.

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Book	Policy Manual
Section	4000 Support Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	June 9, 2008
Last Revised	November 26, 2024

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities by students to the Superintendent and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.
- C. **Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.**
- D. A support staff member shall not send students on any personal errands.
- E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons.

- F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle. This does not apply to any student who is the support staff member's family member.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members are discouraged from engaging in social media and online networking media (see also Policy 7544 - Ude of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Internet Safety and Responsible Use of Technology, Policy 7540.03 - Student Education Technology Responsible Use and Safety, and/or Policy 7540.04 - Staff Education Technology Responsible Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 7/11/11
Revised 3/10/14
Revised 8/14/19
Revised 6/10/20
Revised 8/11/21
Revised 10/25/23
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Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYEE LEAVES
Code	po4431
Status	
Adopted	December 12, 2011
Last Revised	March 13, 2024

4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4136 - Unrequested Leaves of Absence, Policy 4430.01 - Family & Medical Leaves of Absence ("FMLA"), and Policy 4430 - Leave of Absence.

A. Sick Leave

Staff members are eligible for sick leave as specified in the Employee Handbook.

Employees will be granted ten (10) days sick leave per year for illness or non-occupational injury of the employee (such that the employee is incapable of performing employee's regular duties) or for illness of the family which demands the presence of the employee. (Family is defined as spouse, children, parents, brother/sister, grandparents, mother-in-law/father-in-law, grandchildren, or a relative who is a member of the employee's household.) These days must be taken in minimum units of one-half (1/2) days.

A new employee who starts work prior to the fifteenth (15th) of the month will receive credit for a full day for sick leave purposes, and one-half (1/2) day if work started after the fifteenth (15th) day of the month.

1. Sick leave accumulative for regular full-time and regular part-time employees shall be as follows:
 - a. twelve (12) month employees - ten (10) days per year - cumulative to a total of sixty (60) days
 - b. nine (9) month employees - ten (10) days per year - cumulative to a total of sixty (60) days
2. In the event an employee becomes eligible for LTD, re-employment rights shall extend to eighteen (18) months from the date of eligibility and may be extended by mutual agreement of the employee and District as evidenced by the employee's physician's statement.
3. An employee returning to work after an absence due to illness or injury may be requested to present a statement from a physician indicating the nature of the illness which caused the absence, or may be required to submit to an examination by a physician designated by the School District and at the District's expense as a condition of returning to work.
4. In cases of absence due to illness or injury in excess of three (3) days, an employee may be required to submit to the personnel office a written letter accompanied with a physician's statement indicating the probable date of return.

5. When possible, employees will give thirty (30) days notice of pending extended sick leave (i.e., more than three (3) days) and thirty (30) days notice of probable date of return.
6. An employee unable to report to work due to illness will use the sub-calling system, except for food service employees. Food Service employee must contact his/her immediate supervisor at least one (1) hour prior to the start of the work shift. Repeated failure to report absences before the start of the workday or tardiness may result in any disciplinary action.
7. Sick leave may not be used for illnesses occurring during scheduled vacations or holidays.

Newly hired employees shall be entitled to leaves in Section B. - Personal Days, Section C. - Emergency Sick Leave, and Section D. - Bereavement Leave on a pro-rated basis for their first year dependent on the date of hire during the fiscal year.

B. Personal Days

Staff members are eligible for personal days as specified in the Employee Handbook.

Personal days are for matters of a personal nature. All nine (9) month employees will receive two (2) personal days and twelve (12) month employees will receive three (3) personal days per fiscal year from July 1st through June 30th. Personal days will be subtracted from the employee's sick day account.

Whenever possible, the employee must request personal day use, in writing to their immediate supervisor at least three (3) days prior to the day of absence. A minimum of one-half (1/2) day will be required of each request.

Administration may limit the use of personal days to one (1) employee per classification per day per building. Denial of a request for a personal day shall not be subject to the grievance procedure.

C. Emergency Sick Leave

Emergency leave will be available to employees for a non-illness related absences that requires the employee to be away from work for one day (or half day).

Emergency days are deducted from the employee's sick day bank.

Employees will have one (1) emergency day available each contract year. The employee may request a second emergency day. An emergency day reason must be entered into the absence system and approved by the Superintendent or it will be charged as a personal day or dock pay day.

The emergency day, if available, may be used on a District snow day.

D. Bereavement Leave

Time off needed for funerals should be handled on an individual basis with the supervisor. These days are deducted from accumulated sick days. In the event of the death of a District employee, the supervisor shall determine the representation to attend the funeral.

E. Court Appearance/Legal Leave/Jury Duty

1. Employees required to be absent because of a subpoena, when such is received as a result of their School District employment and not the result of a subpoena which has been served on the employee as a result of his/her violation of the law and/or when named as a plaintiff or acting as a defendant in a civil court action, shall be given leave without loss of pay or deduction from sick or personal leave.
2. Any remuneration (pay) the employee would receive from such service will be signed over to the Ashwaubenon Board of Education in an amount equal to actual District pay (if court appearance pay exceeds District pay).
3. Each employee will be released to serve jury duty without loss of pay or other benefit. The employee will receive the employee's normal daily pay from the District for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will turn over to the District the fee paid by the

court to the employee for serving on a jury up to the value of the employee's normal daily wage. Meal and travel allowances provided by the court shall be retained by the employee.

F. Military Emergency Service

1. If such active duty assignment is a requirement of the employee's military obligation, the Board will pay the difference between the employee's regular daily rate of pay and his/her daily rate of pay for up to a maximum of ten (10) working days per fiscal year. The employee must present the District with a statement showing the amount of daily pay prior to receiving remuneration.

If the military rate of pay equals or exceeds the School District's rate, no differential will be considered or implemented.

2. If an employee volunteers for an active duty assignment(s), no pay differential will be considered and the employee will be considered to be on an unpaid leave of absence.

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

Absence resulting from a military obligation to the United States government will be considered as an excused absence.

G. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

H. Leaves of Absence - Other

Should an employee desire a leave of absence which is not covered by the definitions of leave on the preceding pages of this agreement, it is the employee's responsibility to submit a letter to the school Superintendent or his/her designee, indicating the nature of the leave, the first date of absence for the leave and the date of return from the leave. The Superintendent or designee may approve the leave at their discretion.

A copy of the letter for request of the leave should be given to the employee's immediate administrative supervisor. Granting a leave under this provision shall not constitute a past practice nor shall denial be subject to the grievance procedure.

I. Unauthorized Leave

Unauthorized leave may result in any disciplinary action provided under Section VII.

J. Verification of Leaves

The Superintendent or his/her designee may require a written statement or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence.

K. Snow or Other Emergency Day Leave Procedure

1. In the event that schools are closed because of snow or other emergency, only those employees who it has been determined to work, should report to work. Employee will either be expected to work, use a vacation day, personal day or compensatory time. If the employee's one (1) emergency day is available, they will be

allowed to use the emergency day for a snow day. If the employee does not work their scheduled hours or use a vacation/personal day, their pay will be docked. For further clarification and for those employees who do not report to work, please refer to the "Snow Day Procedures" document on the District's website.

2. In the event that the schools are closed because of snow or other emergency, the District reserves the right to schedule additional days to make up for lost days, pursuant to this section, on Saturday or after termination of the normal school year as set forth in the school calendar. Members are expected to work on additional days and will be paid at their hourly rate for time worked during additional days scheduled.
3. In the event of school closures or late starts due to snow or other emergencies, the respective supervisors will call in individual employees if necessary to complete work needed for school operations (e.g., clearing sidewalks or preparing lunch). Employees who are called in under this provision will receive their normal pay. Normal overtime rules will apply for employees working over forty (40) hours in a week.

L. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the Superintendent prior to Election Day. The Superintendent must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the Superintendent may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

M. Election Official Leave

The Superintendent shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

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Book	Policy Manual
Section	5000 Students
Title	ENTRANCE AGE
Code	po5112
Status	
Adopted	June 9, 2008
Last Revised	January 12, 2022
Last Reviewed	January 8, 2025

5112 - ENTRANCE AGE

The Board of Education shall establish student entrance age requirements that are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if ~~s/he~~the child attains the age of four (4) on or before September 1st of the school year in which ~~the child is being enrolled~~ ~~s/he applies for entrance~~ and meets the residency requirements.
2. A child is eligible for five (5) year old kindergarten when ~~s/he~~the child attains the age of five (5) on or before September 1st of the school year in which ~~the child is being enrolled~~ ~~s/he applies for entrance~~ and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the school year in which ~~s/he~~the student enrolls. ~~A s~~Student must also have completed a kindergarten program or ~~must~~received a waiver of this requirement.

Any student who has not completed a five (5)-year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5)-year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in ~~his or her~~the prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5)-year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the ~~building p~~Principal, in consultation with the first-grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5)-year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall

prepare a written evaluation that either grants or denies the waiver and provides an explanation as to the decision.

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the ~~building p~~Principal may appeal that decision to the Superintendent by submitting a written request to the Superintendent within ten (10) days of the decision of the ~~p~~Principal.

The decision of the Superintendent is final.

D. Initial Entry

Children entering the District for the first time must comply with State law. Students must have an immunization record **or a properly submitted waiver** on file at the school. Any student who does not have the proper immunization **records or appropriate waiver within thirty (30) days of enrollment** may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

~~Each child who is entitled to admittance into a public school in the District must have a school entry health examination. The school health services plan shall contain provisions to assist students in obtaining health examinations. Such examinations shall be conducted consistent with Policy 5310 — Health Services.~~

Any student, and/or ~~his/her~~**the student's** parent(s), who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. Verification of Residence

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the Superintendent.

F. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to five (5)-year old kindergarten, and first grade.

The District does not allow early entrance to four (4)-year old kindergarten.

G. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the Superintendent does not think ~~his/her~~**such** enrollment will interfere with the education of the other students.

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Status	
Adopted	June 9, 2008

5464 - **EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class. If the student will be participating in any District activities or programming, including the District's graduation ceremony, then the student must abide by all Board policies and school rules.

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Book	Policy Manual
Section	5000 Students
Title	ACADEMIC HONESTY
Code	po5505
Status	
Adopted	May 8, 2024
Last Revised	January 8, 2025

5505 – **ACADEMIC HONESTY**

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;

- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

All teachers will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the Superintendent whose decision shall be final.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

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Code	po5530
Status	
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Last Revised	December 13, 2023

5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, except CBD products permitted by the school (see Policy 5330 - Administration of Medication/Emergency Care);

This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. all chemicals which release toxic vapors;
- D. use of vapes;
- E. all alcoholic beverages;
- F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- G. "look-alikes";
- H. any other illegal substance so designated and prohibited by law;
- I. **any misuse of over-the-counter drugs or medications.**

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

A. Student Use or Possession of Intoxicants, Drugs, or Paraphernalia:

Any student using or in possession of intoxicants, drugs, or paraphernalia on school premises or at a school related activity will be subject to the following:

1. First Violation

Any student found to be in violation of this policy for the first time during his/her tenure in the Ashwaubenon Schools will receive an automatic three (3) day suspension, be referred to Public Safety and be required to meet with the guardian and Building Administration after the three (3) day suspension.

2. Second Violation

Any student found to be in violation of this policy for the second time during his/her tenure in the Ashwaubenon Schools will receive an automatic three (3) day suspension, be referred to Public Safety and be required to meet with the guardian and Building Administration after the three (3) day suspension. The student will be required to complete AODA remediation as outlined by Building Administration within thirty (30) days of the suspension.

3. Third Violation

Any student found to be in violation of this policy for a third time will be recommended to the Board of Education for expulsion from the Ashwaubenon Schools for a minimum of the remainder of the semester/trimester during which the offense occurs and the next full semester/trimester.

The student may, if expelled, receive no credit toward graduation for said semesters/trimesters. The District may provide a continuation of educational services during the duration of the expulsion, for which credit may be earned. Readmission will be subject to the provisions of Part C (below).

Administration reserves the right to put an Abeyance Agreement in place in lieu of moving to expulsion if the student is in agreement with all steps outlined in the agreement. An Abeyance Agreement may not be an option for all board policy violations.

B. Consequences for Selling, Dealing, Exchanging, Purchasing, or Giving Away Intoxicants, Drugs, or Paraphernalia

Irrespective of the procedures set forth herein, any student found to be selling, dealing, exchanging, purchasing, or giving away of intoxicants, drugs, or paraphernalia on school premises, or while participating in or attending any school related activity, will be subject to the same penalty normally provided for a third violation.

Any student found to be selling, dealing, exchanging, purchasing, or giving away intoxicants, drugs, or paraphernalia regardless of the true nature, which such student has represented in any manner to be an intoxicating or mood altering drug, on school premises or while attending a school related activity, will be subject to the same penalty normally provided for a third violation.

Wisconsin law shall control when determining intent.

C. Readmission to School

Any student who has been expelled in accordance with Section A(2) and Section A(3) above under the provisions set forth in this policy may request re-entry into the Ashwaubenon Public School System via the building principal after expulsion for the balance of the semester/trimester and the next full semester/trimester. If such a request is made, the student will be required to display evidence that s/he has developed an attitude which clearly indicates that the individual will not again violate the Student Use or Possession of Intoxicants, Drugs, or Paraphernalia Policy as set forth herein. Administratively the re-entry process must be initiated by the building principal through the Superintendent to the Board.

In accordance with 120.13(1)(L)(h), the Board may reinstate the expelled student before the expiration of the term of the expulsion.

If re-entry is approved after a third violation, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of re-entry under this policy.

D. Student Enrollment in Public or Non-Public Education During the Period of Rules Enforcement

Any student who elects to enroll in any public or non-public education during the period of time affected by these rules and then chooses to re-enroll in the Ashwaubenon Public Schools will be enrolled only under conditions specified by the Board of Education upon consideration of recommendations by the school principal.

E. Use of Intoxicants or Mood Altering Drugs Used for Purposes Other than those Prescribed by a Physician in a Student Owned/Operated Vehicle

Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises or at any school-related activity.

This responsibility subjects the owner or operator student to the full ramifications of this policy.

Revised 11/14/18

Revised 11/12/25

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Legal

118.01(2)(d), 118.24(2)(f), 118.257, 125.09(2), Wis. Stats.

Drug-Free Schools and Communities Act of 1986 as amended

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

Last Modified by Jennifer Bower on October 15, 2025



Book	Policy Manual
Section	7000 Property
Title	SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)
Code	po7440.03
Status	
Adopted	December 9, 2020

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS Drones)**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the Board at any time by any individual who is not authorized to do so by the Superintendent.

~~Pursuant to the Wisconsin Interscholastic Athletic Association's (Association) Administrative Policies, the Board also prohibits the operation of an sUAS (drone) at any Association event conducted on property owned or leased or contracted for by the Board.~~ If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator or vendor employed by the Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

Failure to adhere by applicable regulations may result in loss of authorization to operate a drone on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

Revised 11/12/25

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Legal 14 C.F.R. Part 107

Cross References 86 FR 4314

Last Modified by Jennifer Bower on September 19, 2025



Book Policy Manual
Section 7000 Property
Title CONSERVATION OF NATURAL AND MATERIAL RESOURCES
Code po7460
Status
Adopted June 9, 2008

7460 - **CONSERVATION OF NATURAL AND MATERIAL RESOURCES**

The Board recognizes the need to manage costs of natural-energy resources, explore opportunities to conserve energy usage, and to explore use of renewable and sustainable energy resources. The District implement strategies which:

- A. will conserve all forms of energy used;
- B. and/or ensure proper recycling of provide for the separation of recyclable or reusable materials from other refuse.

All such considerations must balance the value of energy efficiency, conservation, and renewable energy source usage with the needs of the District both fiscally and programmatically.

The Board of Education directs the Superintendent to develop and implement both immediate and long range plans to evaluate District energy usage and needs and, where appropriate, propose measures to reduce such usage consistent with programming needs. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

Revised 11/12/25

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Legal 101.027, Wis. Stats.

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