

## **SCHOOL COMMUNITY RELATIONS 800 SERIES**

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## 812 – PARENT/GUARDIAN INVOLVEMENT

The Algoma School District recognizes that parent/guardian involvement is a key to academic achievement and is a shared responsibility between the school and family. In accordance with the Reauthorized Elementary and Secondary Education Act (ESEA) also known as the No Child Left Behind Act of 2001, the Algoma School District will provide opportunities for parent/guardian participation, shared decision making, and community collaboration in District and school education programs.

In order to enhance parent/guardian involvement, six essential elements are to be promoted:

1. Communication between home and school is regular, two-way, and meaningful. Effective communication requires school-initiated contact with the parent/guardian and parent/guardian-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences, and appropriate steps must be taken to allow clear communication for all participants.
2. Responsible parent/guardianship is promoted and supported. The family plays a primary role in their child's education. Parents/guardians are linked to programs and resources within the community that provide support services to families.
3. Schools are open and inviting, and resources are accessible to parents/guardians and families. Schools actively seek parental support and assistance for school programs. Parents/guardians are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents/guardians strengthens the family, school, and community partnership. School and parent/guardian capacity for strong parent/guardian involvement is necessary.
4. Parents/guardians are full partners in the decisions that affect children and families and are involved in developing District action plans.
5. Community resources are made available to strengthen school programs, family practices, and student learning. Technical assistance and coordination will be offered to help schools plan parent involvement activities.
6. Parent/guardian involvement strategies are incorporated with other District and school programs that focus on family and child development.

Each building will collect parent/guardian involvement data which will be used as a part of our yearly data analysis.

Legal Ref: 118.019, 118.15 (1)(d), 118.153, 118.33, 118.34 WSS; Ch 115 Sub V, Ch 115 Sub VII WAC; PI 25; Individuals with Disabilities Education Act; No Child Left Behind Act of 2001

Cross Ref:

First Reading: 10/17/11

Adopted: 11/22/11

## **820 – PUBLIC INFORMATION PROGRAM**

The superintendent or his designee will act as the contact for all public information.

Adopted: October 22, 2001

## **821 – SCHOOL-SPONSORED INFORMATION MEDIA**

It shall be the responsibility of the various department heads or activity counselors to see that proper publicity is given to activities such as class plays, concerts, special programs, major accomplishments, or special features. Such accounts however, should clear through the principal's office or an agent designated by the principal for the purpose of coordinating such publicity.

Adopted: October 22, 2001

## **822 – NEWS MEDIA RELATIONS**

The superintendent shall regularly inform the press of matters deemed of public interest.

Where local or press representatives voluntarily select activities or events for publicity or for feature articles, efforts should be made to see that they get a true and accurate picture.

Adopted: September 26, 1988

LEGAL REF: Sections 19.81 Wisconsin Statutes  
19.84  
19.90

## 823 - ACCESS TO PUBLIC RECORDS

THE SCHOOL DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

The Board has designated the District Administrator, the High School Principal and the Elementary School Principal as the official legal custodian and deputy custodians of the records and property of the District. The names of the individuals presently holding these positions can be obtained by contacting the business office of the School District which is located at the following address:

School District of Algoma  
1715 Division Street  
Algoma, WI 54201

Any public record of the District will be made available for inspection at the office of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 3:50 p.m., Monday through Friday. No original public records of the District shall be removed from the possession of the official legal custodian or deputy custodian. The official legal custodian or deputy custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official legal custodian or deputy custodian of the records shall be governed by this Notice.

The policy of the District regarding the release, inspection and/or reproduction of the public records is as follows:

- a. After the receipt of any written request for access to the public records of the District, the official legal custodian or deputy custodian will attempt to reply to all requests as soon as practicable and without unreasonable delay.
- b. If a request is denied, it will be denied in writing not later than ten (10) working days after the request has been made. If a public record cannot be made available within ten (10) working days, the official legal custodian or deputy custodian will inform the requester when the record can be made available.
- c. If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian or deputy custodian may arrange for the records to be inspected after normal working hours.

- d. If the official legal custodian or deputy custodian determines that portions of any records requested contain information which should not be released, the custodian or deputy custodian will edit such records to remove the material not to be released thereafter release the balance of the document.
- e. Any requests for computer records of the District will be referred by the official legal custodian or deputy custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

Although the District will respond to oral requests for records at the discretion of the official legal custodian or deputy custodian, the general policy of the District will be to require a written request for records. It is not necessary that any person requesting access to the records of the District identify himself/herself in order to obtain a record, nor need any person requesting access to the District state any reason for his/her request.

Any written request for a record must reasonably describe the record or information sought. If the official legal custodian does not understand what information is being requested, the request shall be denied in writing and the reason for denial shall be stated in the written denial.

Any person shall have not only the right to inspect the records of the District, but also the right to receive reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. Should the cost of locating the requested records exceed fifty dollars (\$50.00) the official legal custodian or deputy custodian may require payment of any costs before proceeding to locate and produce records. Fees charged by the District relative to the costs of producing any of the records of the District are as follows:

## Fee Schedule

### Costs of Locating Documents

Most of the District's records are readily available, or can be located in any relatively short period of time. There will be no fee imposed upon any person who requests to inspect a record if the costs of locating that record do not exceed fifty dollars (\$50.00)

Some of the records of the District are in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed fifty dollars (\$50.00), the official custodian or deputy custodian will seek the prior written approval of the requester before proceeding. In addition, the custodian or deputy custodian will endeavor, but will not require to provide an estimate of the total anticipated costs for locating the record.

The District will determine the cost of locating a record by using the hourly rate of twenty dollars (\$20.00) per hour for employees involved in attempting to locate the record.

### Reproduction Expenses

- a. Costs of copying and reproduction of records where equipment is available
  - (1) Twenty cents (\$.20)/ 1st page and twenty cents (\$.20) per page for each additional page.
  - (2) There will be no cost charged for clerical employees time in photocopying any fewer than twenty-five (25) copies.
  - (3) If more than twenty-five (25) pages are to be copied, then an hourly charge of fifteen dollars (\$15.00)/hour shall be paid in advance by the person making the request, on a quarter (1/4) hourly basis.
  - (4) The actual cost to the District of the tapes and other medium used for reproduction shall also be paid by the person making the request.
  - (5) The actual cost to the District for researching records shall be paid by the person making the request.
  
- b. Costs of reproduction of records where equipment is not available within the District.
  - (1) If equipment necessary for any reproduction is not available within the District, then the District will rent whatever equipment is necessary to perform the function and will bill the requester for such rental. The cost charged will be the actual costs paid by the District to the third party vendor.
  - (2) Items in such a situation would include but would not be limited to audio or video tape reproductions equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.
  - (3) The actual cost to the District of the tape or other medium used for the reproduction shall also be paid by the person making the request.

### Shipping Expenses

The actual cost to ship using first class mail.



## Disputes

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

## Payment of Fees

- a. The official legal custodian of the records of the District may require the payment of costs provided herein in advance.
- b. The official legal custodian of the records of the District may, in his sole discretion, elect to waive the imposition of the costs provided for herein.

## OFFICIAL NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the School District of Algoma, which is a School District organized and existing pursuant to Chapter 120, Wis. Stats.

The School Board of the School District of Algoma had directed that this Notice be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian or deputy custodian of the records of this District.

Adopted: January 22, 2001

Revised: April 22, 2002

LEGAL REFERENCE:	Chapter	120 Wis. Statutes
	Sections	19.21
		19.32 (2)
		19.31-19.39



**School District of Algoma  
Open Records Request Form**

**Superintendent  
Custodian of Records**

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

Open Records request (please specify your request in detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please choose from the following:

- I will pick up records                       Mail my records to

Name: \_\_\_\_\_

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

FEE FOR DOCUMENTS

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

Item: \_\_\_\_\_ Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature (not required)

See School Board Policy  
# 823 Access to Public Records.

NOTE: The Department of Justice suggests that a  
response be made within ten working days.

**830 – EXHIBIT A - SCHOOL FACILITIES & PROPERTY USE FORM**

*Organizations requesting to use all or part of the building are responsible for returning the area used to the condition it was in prior to use. Failure to do so will result in custodial costs that will be charged to the organization that used the facilities.*

Today's Date: \_\_\_\_\_

Group Requesting Building/Property: \_\_\_\_\_

Type of Group (check all that apply):  Civic  Non-Profit  
 Sectarian (Religious)  Private

Adult in Charge: \_\_\_\_\_

Date of Planned Use: \_\_\_\_\_

Room/Rooms Needed: \_\_\_\_\_

Property Needed: \_\_\_\_\_

Times: Open \_\_\_\_\_ Close \_\_\_\_\_

Open \_\_\_\_\_ Close \_\_\_\_\_

*Do not write below this line.*

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**For Office Use Only**

*(Use for requests outlined in #1 of Policy #830)*

Principal's Response:  Approved  Denied

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Custodial and/or Cook Fee (if any) \_\_\_\_\_

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*(Use for requests outlined in #3 of Policy #830)*

Board of Education Response:  Approved  Denied

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit: \_\_\_\_\_ Fee: \_\_\_\_\_

Adopted: October 22, 2001

### 830 - COMMUNITY USE OF SCHOOL FACILITIES & PROPERTY

1. School District facilities shall be available to all civic, non-sectarian, non-profit groups, for non-profit activities, within the Algoma School District at no cost, unless it is at a time that when there are no custodians scheduled to work. In such cases the organization may be responsible for the cost of a custodian to open and close the facility with no less than one hour of labor being charged. A fee will be charged if custodial services are required.

When Algoma facilities and equipment are used by outside organizations or individuals involving Algoma K-8 students, the activity must be open to all students of that age/grade level. All students will be well coached, mentored, and their continued participation in the activity encouraged. Traveling squads, tournament teams, all-star selections, etc., will be shared in the best way possible among all active participants.

Permission for the use of facilities by such groups will be granted through the office of the Principal by filing an application at least one week in advance of the date requested for use. Permission for use of District property is at the discretion of the building principal with the appropriate fee being charged.

2. No organization, outside of school groups, will be allowed to use any room if it interferes with a school activity.
3. Civic, private groups, non-profit groups holding or conducting profit activities (fund-raisers, etc.), and sectarian (religious) groups, must make application to the Board of Education at a regularly scheduled meeting. The Board of Education shall determine applicable fees as per State Statute 120.13.
4. Use of school property may be made available to the above groups. The Board of Education shall determine the appropriate fees and security deposits. Individuals or groups must make application to the Board of Education.
5. Alcoholic beverages are not allowed on the premises at any time. Smoking and the use of other tobacco products is also prohibited.
6. A certificate of proof of insurance may be requested from non-school groups.
7. The Board of Education reserves the right to reject or approve any request for the use of the premises.

Current fees are as follows:

Custodian/Cook fee (when services are required)	\$27.00/hour
High School Gymnasium	\$10.00/hour
Locker Rooms	\$10.00/hour
Kitchen	\$ 7.00-10.00/hour*
High School Commons (Dining Room)	\$ 8.00/hour
Elementary School Cafeteria	\$ 8.00/hour
Classrooms	\$ 6.00/hour
Library Computer	\$20.00/hour
Folding Tables	\$ 3.00/table
Folding Chairs	\$ .50/chair
Security Deposit	\$50.00 minimum

*\*All other fees, if any, will be determined by the Board of Education.*

Adopted: October 22, 2001  
Revised: October 18, 2010

## **830 - RULE – GUIDELINES FOR USE OF SCHOOL BUILDING AND EQUIPMENT**

1. The gym, cafeteria, or auditorium shall be available for civic or community activities only when these activities do not conflict with school functions.
2. Any community groups making use of school buildings shall assume responsibility for conduct of the group and proper care of property.
3. Rent: Rental charges will depend on the type of organization, type of activity, and need for supervision by school employees.
  - a. For civic organizations such using the School District of Algoma facilities or equipment, no rental charge will be assessed for activities where no admission or donations are collected except that any additional expense of the district because of the activity would be charged.
  - b. For organizations that use school facilities for fund raising activities the rental fee will be as described in policy 830 or as determined by the School Board .
  - c. Rental charges for the Northeast Wisconsin Technical College classes will be charged according to their current rental schedule.
4. Summer time use of building by civic groups must avoid conflict or interference with maintenance activities.
5. All lights in the building shall be out by 10 PM unless some activity scheduled for the evening has not completed its program by that hour, in which event the time is extended.
6. School equipment is not to be loaned out or taken from the school premises except by a teacher or by students under a teacher's supervision with signed permission.
7. Community organizations may be loaned School District of Algoma equipment upon approval of the superintendent or building principal. Borrowing organizations must assume financial liability for loss or damage.
8. Any group making use of school buildings shall assume liability and, upon the principal's request, shall provide the building principal with a CERTIFICATE OF INSURANCE providing the following coverage:

Bodily Injury Liability	\$ 500,000	Each Occurrence
Bodily Injury Liability	\$ 500,000	Aggregate
Property Damage Liability	\$ 100,000	Each Occurrence

Adopted: October 22, 2001



## **831 – TOBACCO USE ON SCHOOL PREMISES**

The School District of Algoma bans smoking and use of tobacco products (to include chewing tobacco, electronic and mechanical vaping) shall be prohibited. The use of tobacco shall be prohibited in all school buildings, on grounds, and in school owned vehicles or on premises owned by, rented by, or under control of the Board of Education. The policy applies at all times to student, district employees, and the general public. All staff members share in the responsibility for adhering to and enforcing the policy.

Adopted: October 22, 2001

Revised: April 24, 2017

**831 – RULE – PROCEDURES FOR HANDLING VIOLATIONS OF THE  
BOARD’S TOBACCO USE ON SCHOOL PREMISES POLICY**

EMPLOYEES

Any violation of the policy by staff shall be dealt with based on established policies, procedures and contracts.

CITIZENS

Citizens who are observed smoking or using tobacco products in the school buildings, on school grounds, or in buildings or on grounds under the control of the Board of Education (i.e. Perry Field, Peterson Park, Algoma Youth Club, etc.) shall be asked to refrain from doing so. If the individual fails to comply with the request, the violation will be referred to appropriate supervisory staff for further action.

STUDENTS

Any violation of the Board’s policy by students shall be subject to student discipline procedures as included in the Student Handbook and/or Athletic Code.

Adopted: August 29, 1990

LEGAL REF: Sections      120.12 (20)      Wisconsin Statutes  
   120.44



## 832 – WEAPONS ON SCHOOL PREMISES

No person shall possess, use or store a weapon on school property, on school buses or at any school-related event. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.)

The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm.

Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified in all cases.

Employees violating this policy shall be disciplined in accordance with employee policies and agreements and referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Law enforcement officers will be summoned to the schools in a situation involving a weapon that presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

Adopted: October 22, 2001

LEGAL REF: Section 120.13 (1) (c) 2m

120.13 (1) (bm), (c) 2m, (e) 2, (g)

118.125

118.127

938.396

948.60

948.605

948.61

## **840 – PUBLIC GIFTS TO THE SCHOOL**

The Board may accept and use gifts or grants of furniture, books, equipment, supplies, money, securities or other property real or personal, for school research and educational purposes. All gifts or grants received shall be by official Board action.

Whenever the Board receives gifts or grants, it shall use them or invest them, in the cases of money, as the donor specifies. In the absence of any specific direction as to the use of such gifts by a donor, the Board may determine how they will be used to best serve the District. In the use, control or investment of gifts or grants, the Board may exercise the rights and powers generally conferred upon trustees.

The Board shall not actively seek gifts nor bargain with donors. The Board reserves the right to decline gifts if the conditions attached are judged unwarranted or undesirable by the Board.

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

Adopted: January 22, 2001

Revised: January 24, 2005

LEGAL REF: Section 118.13 Wisconsin Statutes

118.27

## 840 – RULE -GIFTS AND BEQUESTS RULES FOR ACCEPTANCE

Gifts or bequests up to one thousand dollars (\$1000) in approximate value may be accepted and acknowledged by the administrator or his/her designee without formal board action. Gifts or bequests valued over one thousand dollars (\$1000) may be accepted by the Board of Education with the administrator's recommendation. All such gifts or bequests shall become the sole property of the district to be used at the discretion of the board, unless otherwise specified in the bequest.

Any community agency which desires to assist the school district through a contribution may be allowed to do so by implementing the following procedure.

- A. Initial discussion of the proposal or project may take place with the appropriate school employee most likely to be affected (i.e. principal, athletic director, band director, librarian, etc.)
- B. In determining whether or not approval shall be given, the administrator shall consider at least (but not limited to) the following criteria:
  1. The purpose should be consistent with school district goals and objectives.
  2. The gift must not add unnecessary to other costs.
  3. Gifts shall not add to staff needs.
  4. Gifts should not start a program the Board of Education may be unwilling or unable to continue.
  5. Shall be offered by an appropriate donor.
  6. Shall not bring undesirable or hidden costs to the school district.
  7. Shall place no unreasonable restrictions on a school program.
  8. Shall not explicitly endorse any business, organization, or product; however, gift acknowledgement and/or recognition is encouraged.
  9. Shall be consistent with public law.
- C. As much as possible, all contributions shall be financial contributions and school district shall make all purchases or other transactions following established procedures. The only exception to this shall be when an outside agency has an existing specific piece of equipment they may wish to donate to the school district which shall then become district property. All other procedures must be followed
- D. No acceptance of gifts or contributions shall be considered to be testimonial or endorsement, no gifts will be accepted with any contingencies, nor will giving gifts bring special privileges or consideration. Gifts will be recognized by a public statement if the contributor so desires.

- E. All gift of money shall be immediately receipted for on a school district Receipt form indication the donor, the amount received, and the purpose of the gift. The gift of monies so receipted shall be deposited intact as soon as practicable in the designated school district depository.
- F. The administrator shall be responsible for the proper accounting of all gifts of money and shall do so in accordance with the Wisconsin Elementary and Secondary Accounting System.

Adopted: October 22, 2001

**840 – EXHIBIT A - GIFTS AND BEQUESTS TO THE SCHOOL DISTRICT**

Acceptance of the following gift is recommended and that a letter of appreciation be sent to the donor.

A. Description of gift:

Also, include the following information, if pertinent:

Make \_\_\_\_\_  
Model No. \_\_\_\_\_  
Serial No. \_\_\_\_\_

B. School and/or department:

C. Donor:

Organization or name of person \_\_\_\_\_

Address \_\_\_\_\_

D. Date received: \_\_\_\_\_

E. Quantity received: \_\_\_\_\_

F. Unit Value: \_\_\_\_\_ Total Value: \_\_\_\_\_

As soon as a gift to the Algoma School District is received in your school, please complete the guidelines for accepting the gift.

\_\_\_\_\_  
District Administrator

Adopted: October 22, 2001

## **850 – PUBLIC MONEY SOLICITATIONS IN THE SCHOOLS**

No contributions of money for local, state or national causes or philanthropies shall be solicited from students or employees, nor shall any collections be made in the schools except those which have received the approval of the Board of Education, superintendent of schools or the building principal.

Collections thus approved shall be so conducted as to minimize the amount of school time required and to emphasize the educational and civic values of individual participation. Any approved collection or drive shall be subject to review annually. Contributions shall be made on a purely voluntary basis.

Ticket selling in the schools for events, which are not school-sponsored or are not beneficial to the school/school district, is prohibited, except as authorized by the superintendent.

Adopted: August 26, 2002

## 850.1 – CHARITY DRIVES

Schools in the Algoma School District may participate in charity drives. Participation shall be the option of the individual building principal unless the drive is approved and implemented on a district basis. Any other direct solicitation of funds or materials from children in schools shall be permissible, only if approved by the superintendent of schools.

These activities help worthwhile charities and teach citizenship, as well as the concepts of sharing and charity to youth. If not kept in check, however, these solicitations can duplicate appeals made outside the school and/or interfere with the primary objectives of the school system.

*\*Note: This policy does not prevent schools from assisting individuals or families who have experienced tragedy or hardship.*

Adopted: August 26, 2002

## **860 – VISITORS TO THE SCHOOL**

The Board of Education and the staff of the school district welcome members of the community and other interested persons to visit the schools.

The superintendent is authorized to establish such regulations as will

1. encourage visitors to observe the schools;
2. provide for appropriate hospitality for visitors;
3. channel expressions of approval as well as constructive criticism to the Board;  
and
4. insure that such visits will enhance the effect of the educational program rather than hinder it.

Only those visitors who have legitimate business to attend to at the school shall be welcome. There shall be no loitering on school property.

Adopted: October 22, 2001

CROSS REF: 860.1 - Rules – School Visitor Rules



## **860.1 – RULES – SCHOOL VISITOR RULES**

Any visitor must report to the school's main office to check in and obtain a designated badge declaring their intentions and subsequent contact with students before going anywhere in the building.

Arrangements can be made in advance to accommodate visitors.

When a visitor is a guest of a student, that visitor must be the approximate age of the student. The host student shall be held responsible for the conduct of the guest. All visitors must abide by all school policies and regulations.

Adopted: October 22, 2001

Revised: April 24, 2017

## **861 – PARENT VISITATIONS**

Parent visitations are to be encouraged. These may be planned visitations by specially invited parents, individual visits, or "open house" afternoons as best fits the circumstance or the situation.

Adopted: October 22, 2001

CROSS REF: 860 – School Visitors

## **862 – PRESENCE ON SCHOOL PROPERTY**

Any person on school property without permission or for a reason other than attendance for educational purposes may be considered trespassing. They may be removed and/or subject to trespassing ordinance violation and fine.

Adopted: October 22, 2001

## **870 – GUIDELINES FOR HANDLING PARENTS CONCERNS AND PUBLIC COMPLAINTS**

When a single Board Member is confronted by an individual or group concerning a school problem, the Board Member should withhold commitment or opinion until the matter has been presented to the whole Board. A Board Member should not obligate other members of the Board by predicting how they will vote.

Neither the Board as a whole, nor individual members, should entertain or consider communication or complaints from teachers, parents or patrons until they have been first referred to the Superintendent or Administrative Team. Parent/Public concerns shall be handled in accordance with established guidelines. The Board should hear evidence submitted, by the District Administrator and other Board Members, in a group session. If it deems it advisable, the Board may wish to grant a hearing to the interested parties.

Complaints and concerns must be in written form and submitted to the School Board. Anonymous complaints and concerns will not be reviewed.

First Reading: August 28, 2000

Adopted: September 25, 2000

Revised: April 24, 2017

CROSS REFERENCE:        870-Rule: Guidelines for Handling Parent/Public Concerns

## **870-RULE GUIDELINES FOR HANDLING PARENT AND PUBLIC CONCERNS**

1. When a parent has a concern over a problem with a teacher or a classroom service, the first step in reaching a solution to the situation should be to contact the teacher involved and set up a conference with that teacher at a time mutually agreeable to both.
2. If a solution is not reached that is satisfactory, the parent should contact the principal of the building in which the situation occurred. The principal will, if necessary, set up a conference with that parent. The teacher should be present at this conference.
3. If the situation is not settled satisfactorily in such a conference, the parent should contact the district administrator. He will then set up another conference which the building principal and teacher will be invited.
4. If the situation still remains unsettled, the parents(s) should request preferably in writing, to the administrator, that the problem be placed on the agenda for the next Board meeting. It will be placed on the agenda, if at all possible, and the Board will take action to reach a solution.
5. Parents who may have non-instructional concerns, such as problems with food services or transportation, should refer their concerns to the employee responsible for that area or to the District Administrator.

First Reading: August 28, 2000

Adopted: September 25, 2000



## **871 – RULE – PROCEDURES FOR HANDLING PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

If the complaint is made to a school board member, an administrator, a member of the Library/Media staff, or a faculty member, the following steps are to be taken:

- A. Inform the complainant of the selection procedures, and make no commitments.
- B. Inform all Personnel concerned with the material involved in the complaint.
- C. An attempt to resolve the challenge informally will first be used.
  1. When the complaint is first received personnel using the challenged material should meet informally with the complainant to hear the specific objections being raised and to explain how and why the challenged material was selected.
  2. If, at the end of this informal discussion, the complainant still wishes to challenge the material in question, the personnel using the challenged material must then inform the complainant that there is a review process and that the Request for Review form will be provided by the High School or Elementary Office. This same personnel shall then also make the building principal aware of the complainants intent to file a Request for Review form.
- D. The challenged material will be kept on the shelves and/or classroom during the reconsideration process.
- E. The School Media Advisory Committee (Review Committee) will be informed:
  1. Upon receipt of the completed form to the buildings principal, a committee to review the complaint shall be appointed by the Principal or his/her designee with the concurrence and assistance of the certified Library/Media personnel. The ad hoc Review Committee shall be composed of the following: Media Professional, appropriate level classroom teacher, one or more parents, appropriate level administrator, and the complainant (if he/she desires; this person is non-voting).

In cases involving the High School, one or more students according to the following may be present:

- a. the student must be at least 18 years of age.
  - b. the student under 18 years of age will:
    - 1) have on file with the school written permission to be on the Committee, signed by both parents or guardians, or
    - 2) be on the Committee with his/her parent(s) or guardian(s).
- F. Once the Committee has been appointed, the material in question shall be:
1. reviewed objectively and in its full context.

2. evaluated on terms of the needs and interests of the students, school, curriculum, and community.
  3. considered in light of different opinions.
- G. The Review Committee takes the following steps after receiving the challenged material:
1. reads, views, or listens to the material in its entirety.
  2. checks general acceptance and criticism of the material; reads, reviews and consults recommended lists.
  3. determines the extent to which the material supports the curriculum.
  4. Completes the appropriate Checklists for Review, Committee's Request for Review (see Appendices) judging the material for its strength and value as a whole and not only in part.
- H. The Committee's decision (which shall be reached by simple majority) shall be given to the Building Principal who will see that implementation of the decision takes place by either retaining or withdrawing the challenged material as mandated by the Committee decision.
- I. An appeal of the decision of the Committee may be made by the complainant within two (2) weeks to the superintendent and his/her decision may be appealed within two (2) weeks to the Board of Education. The Board of Education, after reviewing the Committee's finding, shall have the final decision on the challenged material.
- J. Material which has undergone a challenge may not be rechallenged until one (1) calendar year after the recommendation of the Review Committee has been forwarded to the Building Principal to be carried out.

Copies of the Appendices listed below maybe obtained in the school office.

Appendix A – Request for reconsideration of Instructional Materials

Appendix B – Checklist for School Media Advisory Committee's Reconsideration of Instructional Material – Nonfiction

Appendix C – Checklist for School Media Advisory Committee's Reconsideration of Instructional Material – Fiction and Other Literary Forms

Appendix D – American Association of School Librarians Statement on Library Bill of Rights

Adopted: October 22, 2001



## 871 - APPENDIX A

### REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

School \_\_\_\_\_

Please check type of material:

- |                                     |                                    |                                 |
|-------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Book       | <input type="checkbox"/> Film      | <input type="checkbox"/> Record |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Filmstrip | <input type="checkbox"/> Kit    |
| <input type="checkbox"/> Pamphlet   | <input type="checkbox"/> Cassette  | <input type="checkbox"/> Other  |

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. How was the book brought to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you representing yourself or a group?

\_\_\_\_\_

3. Have you read, viewed, or listened to the entire content of the material in question?  
What parts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. To what in the material do you object? (Please be specific; cite pages, frames in the filmstrip, film sequence, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What do you believe is the theme or purpose of this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted: October 22, 2001



**871 - APPENDIX B**  
CHECKLIST FOR RECONSIDERATION  
OF INSTRUCTIONAL MATERIAL - NONFICTION

Title \_\_\_\_\_

Author \_\_\_\_\_

A. Purpose

1. What is the overall purpose of the material?

\_\_\_\_\_

\_\_\_\_\_

2. Is the purpose accomplished? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Authenticity

1. Is the author competent and qualified in the field? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. What is the reputation and significance of the author and publisher/producer in the field?

\_\_\_\_\_

\_\_\_\_\_

3. Is the material up-to-date? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Are information sources well documented? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Are translations and retellings faithful to the original? \_\_\_\_\_ Yes \_\_\_\_\_ No

C. Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of District schools? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Is it appropriate to the level of instruction intended? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Are the illustrations appropriate to the subject and age levels? \_\_\_\_\_ Yes \_\_\_\_\_ No

D. Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Does this material present information not otherwise available? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Does his material give a new dimension or direction to its subject? \_\_\_\_\_ Yes \_\_\_\_\_ No

E. Reviews

1. Source of Review \_\_\_\_\_

2. Favorably Reviewed \_\_\_\_\_ Unfavorably Reviewed \_\_\_\_\_

3. Does this title appear in one or more reputable selection aids? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If answer is "Yes," please list titles of selection aids:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date of Request

Date of Review \_\_\_\_\_

Signature of Media Advisory Review Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adopted: October 22, 2001

Revised: April 24, 2017

**871 - APPENDIX C**  
CHECKLIST FOR RECONSIDERATION OF  
INSTRUCTIONAL MATERIAL - FICTION AND OTHER LITERARY FORMS

Title \_\_\_\_\_

Author \_\_\_\_\_

A. Purpose

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? \_\_\_\_\_ Yes \_\_\_\_\_ No; for young adults? \_\_\_\_\_ Yes \_\_\_\_\_ No. If both are marked "No," for what age group would you recommend? \_\_\_\_\_

3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Are any questionable elements of the story an integral part of a worthwhile theme or message? \_\_\_\_\_ Yes \_\_\_\_\_ No.

B. Content

1. If a story about modern times, does it give a realistic picture of life as it is now? \_\_\_\_\_ Yes \_\_\_\_\_ No.

2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. When factual information is part of the story, is it presented accurately? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Is prejudicial appeal readily identifiable by the potential reader? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Are concepts presented appropriate to the ability and maturity of potential readers? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Do characters speak in a language true to the period and section of country in which they live? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Does the material offend in some special way the sensibilities of men, women, children, or a minority, ethnic, or religious group by the way it presents either the chief character or any of the minor characters? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?  Yes  No
8. If there is use of offensive language, is it appropriate to the purpose of the text for children?  Yes  No; young adults?  Yes  No
9. Is the material free from derisive names and epithets that offend minority, ethnic, or religious groups?  Yes  No; children?  Yes  No; young adults?  Yes  No
10. Is the material well written or produced?  Yes  No
11. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?  Yes  No
12. Has the material made a significant contribution to the history or development of literature or ideas?  Yes  No
13. Are the illustrations appropriate and in good taste?  Yes  No
14. Are the illustrations realistic in relation to the story?  Yes  No

Additional Comments

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Recommendation by School Media Advisory Committee for Treatment of Challenged Materials

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Date \_\_\_\_\_

Signature of Media Advisory Review Committee

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Adopted: October 22, 2001

Revised: April 24, 2017

**871 - APPENDIX D**  
AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS STATEMENT ON  
LIBRARY BILL OF RIGHTS

The American Association of School Librarians endorse the Library Bill of Rights of the American Library Association.

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries:

1. As a responsibility of library services, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. in no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted: October 22, 2001

## **872 – PUBLIC COMPLAINTS ABOUT PERSONNEL**

Public complaints about personnel shall be reduced to writing. The complaint shall state specifics, and where applicable desired outcome/results. The complaint shall be signed and submitted to the Principal for his/her action. The Principal will respond in writing within ten (10) working days. If not resolved at this point the person filing the complaint may appeal to the superintendent and then the Board of education. The Board of Education shall be the final stage of appeal.

Adopted: October 22, 2001



## **873 – PUBLIC COMPLAINTS ABOUT POLICIES**

Public complaints about policies shall be reduced to writing. The complaint shall state specifics, and where applicable desired outcome/results. The complaint shall be signed and submitted to the Principal for his/her action. The Principal will respond in writing within ten (10) working days. If not resolved at this point the person filing the complaint may appeal to the Superintendent and then the Board of Education. The Board of Education shall be the final stage to appear.

Adopted: October 22, 2001

## **881.1 - SUNDAY/WEDNESDAY ACTIVITIES**

The Algoma Board of Education recognizes the number of extra activities that take place during non-school hours. The Wednesday/Sunday guidelines are written to truly encourage family based activities. Students with strong family support most often do their best in all academic, co-curricular, and community activities they engage in. The following policy will be followed:

1. No activities involving students will be allowed after 6:00 P.M. on Wednesday evenings unless such activity has received prior approval by the Algoma Board of Education or Superintendent/designee. Upon approval no activity will last more than 2 hours and all activities will end by 8:30 P.M.
2. No activities will be allowed in the school buildings or on the school grounds on Sundays before 12:00 noon or after 6:00 P.M. unless such activity has received prior approval by the Algoma Board of Education. Sunday practices will be no longer than 2 hours for any group.

Requests for use of either of these time periods will be strictly limited. Any request for use of the building during these times should be made to the Superintendent so that it may be placed on the Regular School Board Agenda. The regular school board meetings are generally on the fourth Monday of each month. A few exceptions do occur so please submit request at least 2 weeks prior to meeting.

Adopted: October 22, 2001

Revised: October 18, 2010

## 882.1 – INTRA-SCHOOL PROBLEMS (CONTACTING POLICE)

Intra-school problems are any violations, which occur while the student is under the supervision of the school or violations, which directly affect the school.

1. The school should handle intra-school problems except when repeated or serious violations of the law occur. Some examples of the latter are:
  - a. Bodily harm
  - b. Serious property damage
  - c. Intoxicating beverage violation
  - d. Drug violations
  - e. Weapons

The examples are merely illustrative and are not meant to be all inclusive.

2. When the law enforcement agency is the first to learn of an intra-school problem, it should notify the proper school administration. If the administration feels police help is needed, he/she should request it.
3. There are many intra-school problems, which may not involve law enforcement agencies. The criteria for referral should be the seriousness of the problem or of the consequences of the situation or violation of City Ordinance 10.05 DISORDERLY CONDUCT PROHIBITED or 10.19 UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY PROHIBITED. In general, intra-school problems not involving a violation of law, should be handled by school personnel.
4. Superintendent should be notified anytime police are contacted.

Revised: March 24, 2003

Adopted: September 26, 1988

LEGAL REF:           118.257           Wisconsin Statutes  
                          120.12 (1)  
                          120.44

## **891 – RELATIONS WITH LOCAL EDUCATION ORGANIZATIONS**

The Board shall cooperate with the PTS, Booster Club, Fine Arts, TAPS, and the Algoma Education Association in an effort to develop a fuller understanding of school problems and shall strive to maintain a cooperative atmosphere in the joint solution of those problems and in the general conduct of the school.

Adopted: September 26, 1988  
Revised: October 22, 2001

## **891-2 - RELATIONS WITH PRIVATE SCHOOLS/PROGRAMS**

Instructional materials and, or equipment may not be loaned to home-based students.

Home-based students may, upon written request, participate in the schools competency testing program and system-wide achievement testing. A \$10.00 fee is to be charged for each test administered. Testing is to occur at school at the same time as the student's peer group is tested. It is the parent's responsibility to request test dates and places from the school principal.

Adopted: October 22, 2001

## **893 – RESEARCH AND SURVEYS IN THE SCHOOLS**

The Board of Education recognizes the value of educational research. However, all research studies carried out within the School District of Algoma, using school district or building data of any kind, staff or students as subjects shall be approved in advance by the District Administrator or his/her designee. Only those studies that have value to the school district, either directly or indirectly, shall be approved.

When human subjects are involved in research, there shall be adequate protection of their rights and welfare. The individuals shall not be subjected to serious risk,. The parent (legal guardian) of children who are potential subjects of research or adults if they are subjects will be provided:

- an explanation of procedures and their purposes;
- a description of any possible risks and benefits to be reasonably expected;
- an offer to respond to inquires on procedures; and
- instructions on the right to refuse to participate or to discontinue participation at any time without prejudice.

Participation of students who are not adults shall be by written consent of one parent.

All materials, including books, printed materials, manuals, pictures, tapes and information drawn from electromagnetic sources, used in connection with the research program shall be available for inspection by appropriate district staff and parents (guardians) of the children who are being considered as subjects in this research project.

Nothing in this policy is intended to restrict the routine gathering of the non-confidential opinions of students necessary to plan appropriate programs and curriculum. All student surveys or opinion questionnaires shall be approved by the administration and must guarantee anonymity. When any survey or questionnaire is traceable to an individual student via name, student number or any other method of personal identification, written parent notification by U.S. mail shall be required. Parents who object to such questionnaires or surveys shall be informed that upon written request their child may be exempt from the activity.

Administrative guidelines to implement this policy shall be developed by the District Administrator or his/her designee.

CROSS REFERENCE: No Child Left Behind Act of 2001

Adopted: September 23, 2002